

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

Rec. 11/6/78

LEAVE BLANK

TO GENERAL SERVICES ADMINISTRATION,
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408

JOB NO

NC1-~~AFU~~-79 8

1. FROM (AGENCY OR ESTABLISHMENT)
DEPARTMENT OF THE AIR FORCE

DATE RECEIVED
NOV 13 1978

2. MAJOR SUBDIVISION
1947 Administrative Support Group (HQ USAF)

NOTIFICATION TO AGENCY

3. MINOR SUBDIVISION
Information Management and Resources Division

In accordance with the provisions of 44 U.S.C. 3303a the disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10

4. NAME OF PERSON WITH WHOM TO CONFER

5. TEL EXT

MRS. M. B. FOURAKER

767-4495

11-21-78 *(James B. Rhoads)*
Date Archivist of the United States

6. CERTIFICATE OF AGENCY REPRESENTATIVE

I hereby certify that I am authorized to act for this agency in matters pertaining to the disposal of the agency's records; that the records proposed for disposal in this Request of 2 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified.

A Request for immediate disposal.

B Request for disposal after a specified period of time or request for permanent retention.

C. DATE

D. SIGNATURE OF AGENCY REPRESENTATIVE

E. TITLE

**HERBERT G. GEIGER, Chief
Information Mgt and Resource Div**

1 NOV 1978

Herbert G. Geiger

7. ITEM NO

8. DESCRIPTION OF ITEM
(With Inclusive Dates or Retention Periods)

9. SAMPLE OR JOB NO.

10. ACTION TAKEN

MILITARY PERSONNEL TESTING RECORDS
(TABLE 35-6)
(Applicable Air Force-Wide)

NC1-
AFU
77-69

1 The attached addition to Table 35-6, AFM 12-50, is submitted to obtain disposal authority for accountability records for controlled items (test material) required by AFR 205-13, para 3. Air Force personnel tests are designated controlled items. This places access and review on a need-to-know basis. Each account maintained by a Test Control Officer must be reviewed at least annually and records of this review are required to be maintained for two years.

The proposed disposition will adequately satisfy Air Force needs.

(Submission of this proposal to GAO is not contemplated nor considered necessary.)

2 items

sent to Agency 11-24-78 MRS

TABLE 35-6

MILITARY PERSONNEL TESTING RECORDS

R U L E	A	B	C	D
	If documents are or pertain to	consisting of	which are	then
7	quarterly inventories of test materials (note 3)	accountability listings or forms	at test control offices	retain current and im- mediately preceding inven- tories; destroy all others (note 2).
* 7.1	controlled item (test material) accountability record			destroy after 2 years.