

*dir force undifferentiated return*

**REQUEST FOR AUTHORITY  
TO DISPOSE OF RECORDS**

*(See Instructions on Reverse)*

LEAVE BLANK	
DATE RECEIVED <b>MAR 23 1973</b>	JOB NO <b>NN-173-194</b>
NOTIFICATION TO AGENCY	
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 'with-drawn' in column 10	
<i>4-2-73</i> Date	<i>James B. Rhoads</i> Archivist of the United States

**TO: GENERAL SERVICES ADMINISTRATION,  
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, D.C. 20408**

**1 FROM (AGENCY OR ESTABLISHMENT)  
DEPARTMENT OF THE AIR FORCE, HQ USAF**

**2 MAJOR SUBDIVISION  
DIRECTORATE OF ADMINISTRATION**

**3 MINOR SUBDIVISION  
DOCUMENTATION SYSTEMS DIVISION**

<b>4 NAME OF PERSON WITH WHOM TO CONFER</b> <u>Mr. Richard J. Norman</u>	<b>5 TEL EXT</b> <u>11-29239</u>
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**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 1 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified

22 MAR 1973

*R. E. Reilly*

**R. E. REILLY, Chief  
Documentation Management Branch  
Directorate of Administration**

(Date)

(Signature of Agency Representative)

(Title)

7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
	<p align="center"><b>MILITARY PERSONNEL TESTING RECORDS (35-6)</b></p> <p align="center">(Applicable Air Force-wide)</p> <p>Quarterly Inventories of Test Materials. Attached changes to AFM 12-50, table 35-6, rule 7, is to provide for retention of the current and immediately preceding quarterly inventories of test materials rather than retaining 18 months after destruction of test materials. The revised retention instructions are in line with new procedures which will require that an AF centrally-produced listing of test materials charged to a specific account be used as the basis for conducting quarterly inventories as of specified dates. The current inventory will be audited against the immediately preceding inventory and retained until the next inventory listing has been accomplished. No further retention is necessary.</p>	<p>NN-170-33 (35-6-7)</p>	

TABLE 35-6

MILITARY PERSONNEL TESTING RECORDS (NOTE 1)

R U L E	A	B	C	D
	If documents are or pertain to	consisting of	which are	then
1	test development materials	specimen sets of tests, background material on test items, tests, and test batteries, forms, statistical data, and related materials	at test development activities	destroy when no longer needed for research
2	request for waiver of promotion testing		filed in unit personnel record group per AFM 35-14	see table 35-1, rule 1
3	test verification or statement or refusal to test			
4	test results			
5	airman promotion test rosters			
6	controlled item (test material) destruction certificates or disposition records	accountability listings or forms	at test control offices	destroy after 2 years (note 2)
7	inventories of test materials			
8	promotion fitness examinations (PFEs)	record of test administration which includes names of examinees, date and time tested, and score achieved, if scored locally	at test control offices	destroy after 1 year
9	Enlistment Screening Test (EST) or Women's Enlistment Screening Test (WEST)		at AF recruiting stations	
10	AF Officer Qualifying Test (AFOQT)		at test control offices	
11	Airman Classification Test (ACT)			
12	Airman Qualifying Examination (AQE)			
13	Armed Forces Women's Selection Test (AFWST)		at AF recruiting stations and Armed Forces entrance and examining stations	

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Quarterly note 3)

retain current and immediately preceding inventories; destroy all others (note 2).

\* 3. AFROTC and USAF recruiting service detachments are exempt from the 1 August inventory.