

**REQUEST FOR RECORDS DISPOSITION AUTHORITY**  
*(See Instructions on reverse)*

TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIRA)  
WASHINGTON, DC 20408

1. FROM (Agency or establishment)  
DEPARTMENT OF THE AIR FORCE

2. MAJOR SUBDIVISION  
HQ COMMUNICATIONS & INFORMATION

3. MINOR SUBDIVISION  
CORPORATE INFORMATION DIVISION

4. NAME OF PERSON WITH WHOM TO CONFER  
GENE B. SULLIVAN

5. TELEPHONE  
(703) 588-6192

**DO NOT WRITE IN THESE SPACES (NARA use only)**

JOB NUMBER  
N1-AFU-00-3

DATE RECEIVED  
4-24-00

**NOTIFICATION TO AGENCY**

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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.

DATE  
10/4/00

ARCHIVIST OF THE UNITED STATES  
*W. C. [Signature]*

**6. AGENCY CERTIFICATION**  
I hereby certify that I am authorized to act for this agency in matters pertaining to the disposition of its records and that the records proposed for disposal on the attached \_\_\_\_\_ page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified; and that written concurrence from the General Accounting Office, under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies,

is not required;  is attached; or  has been requested.

DATE  
4/7/00

SIGNATURE OF AGENCY REPRESENTATIVE  
CHERYLE D. GUMAER  
*Cheryle D. Gumaer*

TITLE  
Air Force Records Officer

7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
1.	<p>USAF Recruiting Service Records. Electronic copies created on electronic mail and electronic input records (word processing, form filler software) will be deleted after recordkeeping copy has been produced or when no longer needed for reference, updating, revision, or dissemination.</p> <p>a. Air Force proposes changes to Table 36-10, Rule 5, AFMAN 37-139</p> <p>All data collected is required to complete enlistment and officer application casefiles that will be entered and retained in a central database at the HQ AFRS. Records that contain comments dealing with leads and applicants will also be retained. It is imperative that information be kept for the length requested to keep individuals from going to different recruiting office once they have provided disqualifying information. This data will also be used by the reserve recruiters. When applicants have served their 3-6 years in the active service; then reserve recruiters can obtain their information without having to generate entirely new sets of data inputs. Additional benefits are: Necessary data will be available to evaluate recruiting trends, review in the case of malpractice allegations, and use again in the scenario where an applicant returns as a new processor.</p> <p>See attached table format showing how we want to describe the retention of these records.</p> <p>This series is maintained under the Privacy Act System of Records F036 AETC E.</p>	N1-AFU-90-3	

*NWML, NR Agency*

TABLE 36-10

## USAF RECRUITING SERVICE RECORDS

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
*5	Personal Interview Records (PIRs) (PA System of Records F036 AETC E).	Records prepared during interview to determine enlistment eligibility	At preparing activities. Maintained in the Recruiting Activities Management Support System (RAMSS)	Destroy 6 years after end of FY in which all actions are completed.  (AUTH:.