

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
DIRECTORATE OF COMMUNICATIONS OPERATIONS

3. MINOR SUBDIVISION
FORCE AND INFORMATION MANAGEMENT DIVISION

4. NAME OF PERSON WITH WHOM TO CONFER

EMMA A. HOCHGESANG-NOFFSINGER
Air Force Records Officer & Program Manager

5. TELEPHONE

(703) 588-6310

DO NOT WRITE IN THESE SPACES (NARA use only)

JOB NUMBER

711-AF2-04-6

DATE RECEIVED

6-8-04

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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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

31/02/05

ARCHIVIST OF THE UNITED STATES

Howard Rouch

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 2 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
2 June 2004

SIGNATURE OF AGENCY REPRESENTATIVE

Emma A. Hochgesang-Noffsinger
EMMA A. HOCHGESANG-NOFFSINGER

TITLE

Air Force Records Officer & Program Manager,
AF/ILCSE, 1500 Wilson Blvd, Rosslyn VA 22209

7. ITEM NO.

8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION

9. GRS OR SUPERSEDED JOB CITATION

10. ACTION TAKEN (NARA USE ONLY)

Electronic copies created on electronic mail and electronic input records (word processing, form filler software) will be deleted after recordkeeping copies have been produced and when no longer needed for reference, updating, revision, or dissemination.

(TABLE 36-12, Rule 13)
(Applicable Air Force-Wide)

Changes in the processes prescribed in AFI 10-248 and AFI 36-2906 have resulted in a need to change the disposition of Rule 13, Table 36-12. Retention currently is 1 year after removal from program(s), after successful completion of Probation and Rehabilitation (P&R), or 90 days after separation or retirement, whichever is sooner and this is no longer a valid due to program changes. The proposed schedule change (attached DLT) increases retention.

(Documents included in this rule are AF Form 108, Records of Administrative Action, counseling records; AF Form 1975, Personal Fitness Progress Chart, and other related documents required by AFI 10-248 and AFI 36-2907.)

This item is crossed off because it was previously approved by job # AFU-02-11.
-R. Noble
3/4/05

Ch. Agency NR NWML

Table 36-12				
Rule	If the records are or pertain to	consisting of	which are	then
13	Fitness Program Case File	AF Form 108, Physical Fitness Education and Intervention Processing, AF Form 1975, Personal Fitness Progress Chart, records of administrative action, and any other related documents required by AFI 10-248 or AFI 36-2907	Maintained in commander support staffs (CSSs)	Destroy after member maintains a fitness score greater than or equal to 75 percent for 24 consecutive months,

→ or 90 days after member's separation or retirement, whichever is sooner

Above change in disposition was approved by Emma Hochgesang-Noffsinger, 2/4/05. - R. Noble