

REQUEST FOR RECORDS DISPOSITION AUTHORITY

(See Instructions on reverse)

LEAVE BLANK

JOB NO. *NI-AFU-87-35*

DATE RECEIVED *9/1/87*

NOTIFICATION TO AGENCY

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

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

2. MAJOR SUBDIVISION
Directorate of Information Management and Administration

3. MINOR SUBDIVISION
Records Management Policy Section

4. NAME OF PERSON WITH WHOM TO CONFER

Grace T. Rowe

5. TELEPHONE EXT.

694-3527

DATE

11-2-87

ARCHIVIST OF THE UNITED STATES

Frank S. Bunk

In accordance with the provisions of 44 U.S.C. 3303a the disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10. If no records are proposed for disposal, the signature of the Archivist is not required.

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; and that written concurrence from the General Accounting Office, if required under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies, is attached.

A. GAO concurrence: is attached; or is unnecessary.

B. DATE

31 AUG 1987

C. SIGNATURE OF AGENCY REPRESENTATIVE

Grace T. Rowe

D. TITLE

**GRACE T. ROWE, Chief
Records Management Policy Section
Directorate of Info Mgt and Administration**

7. ITEM NO.

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

9. GRS OR SUPERSEDED JOB CITATION

10. ACTION TAKEN (NARS USE ONLY)

**PROMOTION AND DEMOTION RECORDS (Table 35-8)
(Applicable to HQ AFMPC)**

Please give this request priority handling. We need to receive your concurrence by December 1, 1987.

Request a one-time disposition authority to destroy approximately 2,000 officer(Lt Colonel) promotion recommendation reports. These records are described in Privacy Act Systems of Records Notice F)35 AF MP A, AFP12-36, page 34 (copy attached). The report form has not been used since 1981. The records on hand are obsolete and no longer needed for administrative purposes. Despite the fact that these reports are no longer prepared and have no present use, they have continued to be retained at HQ AFMPC at some considerable expense and administrative inconvenience.

Although we have published our intent to destroy these records in the referenced Privacy Act system of records notice, we believe it is appropriate to obtain your concurrence before proceeding with this disposition.

The reports consist of a one page annual or periodic evaluation which contains the comments and signatures of up to three officers in the member's supervisory chain. The precise number of comments and signatures varies with each individual case. These records are not included in the promotion board files described in Table 35-8, rules 1 files and they are not made a part of the master record (Table 35-1, rule 1).