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REQUEST FOR RECORDS DISPOSITION AUTHORITY <i>(See Instructions on reverse)</i>		LEAVE BLANK	
TO GENERAL SERVICES ADMINISTRATION NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408		JOB NO N1-AFU-88-6	DATE RECEIVED 10-21-87
1 FROM (Agency or establishment) DEPARTMENT OF THE AIR FORCE		NOTIFICATION TO AGENCY	
2 MAJOR SUBDIVISION Directorate of Information Management and Administration		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disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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.	
3 MINOR SUBDIVISION Records Management Policy Section		DATE 1 OCT 1987	ARCHIVIST OF THE UNITED STATES 
4 NAME OF PERSON WITH WHOM TO CONFER Grace T. Rowe	5 TELEPHONE EXT 694-3494	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, 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 10/06/87	C SIGNATURE OF AGENCY REPRESENTATIVE 	D TITLE GRACE T. ROWE Chief, Records Management Policy Section Directorate Information Mgt & Administration
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7 ITEM NO	8 DESCRIPTION OF ITEM <i>(With Inclusive Dates or Retention Periods)</i>	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN <i>(NARS USE ONLY)</i>
1	<p>INDIVIDUAL MILITARY PERSONNEL RECORDS (TABLE 35-1) (Applicable Air Force-Wide)</p> <p>The purpose of this submission is to change disposition in Rules 13 and 13.1. Our personnel community sees no reason to keep AF Form 379 on the weight management program or fitness improvement training program case files after a person retires or separates. We can give the AF Form 379 to each individual as they out process. These revised dispositions will save time for administration personnel since they would not have to refile the cards into the hold file, then search the file each month to pull and destroy the AF Form 379 over the 90-day holding period. This procedure would also eliminate the possibility of a major discrepancy during higher headquarters inspections.</p> <p>Since this is a Command Model Installation Proposal, we request expedite service.</p>	NCI-AFU-83-97	1 Item

TABLE 35-1 Individual Military Personnel Records

R U L E	A	B	C	D
	If documents are or pertain to	consisting of	which are	then
13 *	weight management program or fitness improvement training (FIT) program case files	correspondence, administrative actions, summaries, counseling records; AF Fm 393, Individual records for weight management and fitness improvement training (FIT) programs, AF Fm 1975 (personal fitness progress chart), individual notification correspondence and other related documents required by AFR 35-11		destroy on completion of 1-year probationary period or upon separation or retirement, whichever is sooner. (Note 3)
13.1 *	individual fitness and weight evaluation record (AF Form 379)	a member's physical fitness weight evaluation		maintain with reaccomplished form, give to individual on retirement or separation. (Note 3)

3. Operation instructions for disposition of these records/forms upon reassignment (PCS/PCA), expiration or conversion of forms, etc., are contained in AFR 35-11.

TABLE 35-1 Individual Military Personnel Records

R U L E	A If documents are or pertain to	B consisting of	C which are	D then
13	*weight management program or fitness improvement training (FIT) program case files	*correspondence, administrative actions, summaries, counseling records; AF Fm 393, Individual Record for weight management and fitness improvement training (FIT) programs, AF Fm 1975 (personal fitness progress chart), individual notification correspondence and other related documents	required by AFR 35-11	*destroy 1 year after removal from program(s) or 90 days after separation or upon retirement, whichever is sooner (see note 3).
→ 13.1 *	individual physical fitness and weight evaluation record (AF Fm 379)	a members physical fitness weight evaluation	<p style="text-align: center;">→</p> <p style="text-align: center;">NCI - AFM - 83-97</p>	maintain with reaccomplished form; destroy 90 days after separation or upon retirement, whichever is sooner (see note 3).

NOTE 3. Operational instructions for disposition of these documents/forms upon reassignment (PCS/PCA), expiration or conversion of forms, etc., are contained in AFR 35-11.