

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

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JOB NO.

N1-AFU-88-21X

DATE RECEIVED

8-23-1988

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

NOTIFICATION TO AGENCY

1. FROM (Agency or establishment)

DEPARTMENT OF THE AIR FORCE

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disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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

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.

694-3494

DATE

12/4/88

ARCHIVIST OF THE UNITED STATES



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

19 AUG 1988

C. SIGNATURE OF AGENCY REPRESENTATIVE

*Grace T Rowe*

D. TITLE GRACE T. ROWE

Chief, Records Management Policy Section  
Directorate Information Mgt & 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 GRS OR SUPERSEDED JOB CITATION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)

Air Force Automated Military Justice Analysis and Management System (AMJAMS). System provides for efficient collection, manipulation and presentation of data associated with Air Force courts martial. System includes data on docket entries; the accused; alleged offenses; trials and decisions; and sentences.

1. Historical File. Permanent. Transfer a copy to NARA annually at the same time the Annual History Build is accomplished. See rule 56.1 of revised table 111-1.

2. Input data tapes and paper record. ~~Destroy after 2 years in accordance with Air Force Table 111-1, Rule 54.~~ See rule 54 of revised table 111-1.

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3. Output data and reports. Permanent. Retire under Air Force Table 111-1, Rule 50. Transfer to National Archives when 15 years old. See rules 48 and 50 of revised table 111-1.

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4. Systems documentation. Permanent. Transfer a copy to National Archives at time of tape transfer. See rule 56.1 of revised table 111-1.

*copy sent to agency  
not, not sent 12/4/88*

TABLE 111-1, MILITARY JUSTICE RECORDS				
R U L E	A	B	C	D
	If documents are or pertain to	consisting of	which are	then
48	Automated Military Justice Analysis and Management System (AMJAMS) monthly/quarterly/annual output products/reports	statistical data relating to court-martial and Article 15s which are: reports with "as of" dates for months of January through November	at HQ USAF/JAJM	retire as permanent (see note 8).
49			at other than HQ USAF/JAJM	destroy after one year or when no longer needed, whichever is later.
50		reports with "as of" dates for month of December	at HQ USAF/JAJM	retire as permanent (see note 8).
51			at other than HQ USAF/JAJM	destroy paper reports after 3 years, 5 years for microfiche reports, or when no longer needed, whichever is later.
52	AMJAMS source/input forms and computerized records	data on Article 15 punishments	at base SJA and GCM SJA offices only	destroy after 1 year.
53		data on all general courts-martial or special courts-martial records involving a bad conduct discharge	at HQ USAF/JAJM	destroy when no longer needed.
54		data on special courts-martial records not involving a bad conduct discharge and all summary courts-martial	at other than HQ USAF/JAJM	destroy 1 year after completion of appellate review.
55			at HQ USAF/JAJM	Same as Rule 53.
55.1		magnetic tape files	at other than HQ USAF/JAJM	destroy 1 year after final review.
56			at MAJCOM AMJAMS Processing Centers and HQ USAF/JAJM	destroy after 6 semi-monthly update cycles, or when no longer needed, whichever is later.
56.1	AMJAMS historical database and systems documentation	magnetic tapes and military justice computer products	at HQ USAF/JAJM on 31 Dec 90 and annually thereafter	retire as permanent at National Archives and Records Administration.

NOTE 8: Offer to the National Archives when 15 years old.