

**REQUEST FOR RECORDS DISPOSITION AUTHORITY**

(See Instructions on reverse)

LEAVE BLANK

JOB NO.

NI-AFU-89-26

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

DATE RECEIVED

6/30/89

1. FROM (Agency or establishment)

NOTIFICATION TO AGENCY

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disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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

atf

DEPARTMENT OF THE AIR FORCE

2. MAJOR SUBDIVISION

Directorate of Info Mgmt and Administration, SAF/AAD

3. MINOR SUBDIVISION

Information Management Policy Branch

4. NAME OF PERSON WITH WHOM TO CONFER

GRACE T. ROWE

5. TELEPHONE EXT.

694-3527

DATE

2/28/90

ARCHIVIST OF THE UNITED STATES

*[Signature]*

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 B of the GAO Manual for Guidance of Federal Agencies, is attached.

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

B. DATE

C. SIGNATURE OF AGENCY REPRESENTATIVE

D. TITLE

27 JUN 1989

*Ina T Rowe*

GRACE T. ROWE

Chief, Records Mgmt Policy Section  
Directorate of Info Mgmt and Admin

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 GRS OR SUPERSEDED JOB CITATION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)

CLASSIFICATION AND ASSIGNMENT RECORDS

(Table 35-4)

(Applicable to 3507th Airman Classification Squadron Only)

1 Rule 34. Changed the disposition of assessment screening records to destroy after 1 year. Reason is that the Naval Postgraduate School, which destroyed them when no longer needed, no longer needs these Air Force records for research. Air Force now only needs these assessment screening records for one year.

NC1-AFU-84-7

2 Rule 35. Delete. Reason we added a disposition for nonassessment screening records is that these were the records not sent to Naval Postgraduate School for research. Since we no longer send the assessment screening records to this School, there then is no longer a need to make a distinction between assessment and nonassessment screening records. Both types are now kept in one file, and disposed of per Rule 34. The one year disposition now applies to the Rule 34 records.

TABLE 35-4

CLASSIFICATION AND ASSIGNMENT RECORDS

| R<br>U<br>L<br>E | A                            | B   | C   | D                      |
|------------------|------------------------------|---|---|------------------------|
|                  | If records are               | consisting of   | which are   | then                   |
| 34               | assessment screening records | biographical data, educational data, legal involvement, employment data, drug experience, physical or physiological disparities, credit information, character references and responses on basic training candidates for high risk jobs | at 3507th Airman Classification Squadron, Lackland AFB, Texas | *destroy after 1 year. |
| 35               | *(RESERVED)                  |   |   |                        |

**TABLE 35-4**  
**CLASSIFICATION AND ASSIGNMENT RECORDS (see note 1)**

| R<br>U<br>L<br>E | A   | B   | C   | D   |  |
|------------------|---|---|---|---|--|
|                  | If the records are or pertain to                                      | consisting of   | which are   | then  |  |
| 1                | personnel action forms (see note 2)                                   | forms used to request, announce, effect and record personnel actions, record results of classification board proceedings, and report and record duty status changes | in Field Record Group   | see table 35-1.   |  |
| 2                |   |   | accumulated by activities not covered by rules 3 through 10   | destroy after 3 months or when no longer needed, whichever is sooner.                   |  |
| 3                |   |   | classification/on-the-job training action (AF Form 2096) and duty status change (AF Form 2098)                            | at CBPOs and CRPOs  | destroy after 30 days.   |
| 4                |   |   | assignment/personnel action (AF Form 2095)  |   |  |
| 5                |   |   | forms, board actions and related records  | at HQ USAF and MAJCOMs  |  |
| 6                |   |   |   | at unit of assignment and GSUs  | destroy when superseded, obsolete, on reassignment or separation of individual, or on inactivation, whichever is sooner. |
| 7                |   |   |   | at CBPOs  | destroy after 3 months or when no longer needed, whichever is sooner.  |
| 8                | (RESERVED)  |   |   |   |  |
| 9                | personnel action forms used as legal evidence                         | copies of forms identified in rules 1 through 8   | used as legal evidence in courts-martial or other legal proceedings   | dispose of with court-martial or other legal proceedings to which they relate.          |  |
| 10               |   |   | not filed as an attachment or exhibit to legal proceedings  | destroy when no longer needed.  |  |
| 11               | data change/suspense notifications                                    | forms used to record discrepancies  | on discrepancies detected during incoming/outgoing and annual records review  | destroy at next record review.  |  |
| 12               |   |   | on discrepancies detected other than at the time of incoming/outgoing and annual review, and maintained at CBPO work unit | destroy when no longer needed or after next record review, whichever is sooner.         |  |
| 13               | officer career objective statement                                    | forms used to communicate career goals to personnel managers at all levels  | at HQ USAF, MAJCOMs and CBPOs   | destroy when superseded or on separation, whichever is sooner.                          |  |
| 14               | airman assignment preference statement (oversea volunteer statements) | AF Form 392   | used to assign airmen to oversea preference   | destroy 6 months after port reporting month to oversea preference.                      |  |
| 15               | personnel selected for relocation                                     | records pertaining to requisition, assignment, reassignment, separation or TDY  | at MAJCOMs and major subordinate commands   | destroy after 1 year.   |  |
| 16               | individual job descriptions   | a job description for each established position   |   | destroy when superseded, cancelled or on inactivation of activity, whichever is sooner. |  |
| 17               | duty rosters, and individual duty status cards                        |   |   | see table 11-2.   |  |
| 18               | assignment preference applications/special duty assignments           | letters, applications, DD Form 398, AF Forms 109 and related records required by AFR 39-11 (except AF Form 392)   | approved  | place in relocation folder.   |  |
| 19               |   |   | disapproved   | return records to member.   |  |

TABLE 35-4. CONTINUED

| R<br>U<br>L<br>E | A   | B  | C   | D  |
|------------------|---|--|---|--|
|                  | If the records are or pertain to            | consisting of  | which are   | then   |
| 20               | (RESERVED)                                  |  |   |  |
| ★21              | personnel status reports                    | reports prepared by units collocated with a servicing CBPO to report duty status changes   | at preparing unit   | destroy when no longer needed (see note 3).  |
| ★21.1            |   |  | at CBPOs  |  |
| ★21.2            | duty status change messages                 | messages prepared by geographically separated units from a servicing CBPO to report duty status changes  |   |  |
| ★21.3            |   |  | at preparing unit   |  |
| 22               | relocation folder                           | records assuring proper outprocessing from an activity on PCS or TDY, such as relocation preparation checklist, orders, record of emergency data, selection or nomination for training, and school quota/course project files  | at CBPOs  | destroy 3 months after report not later than date (RNLTD) month, completion of TDY, or when relocation action is cancelled (see note 4).   |
| 22.1             |   | forms used to assure proper in-processing from an activity on PCS  |   | destroy when all relocatable records are present and accounted for.  |
| 22.2             |   | forms used to assure proper out-processing for Basic Military Training Graduates (see note 3)  | at Air Force military training centers (ATC)                      | destroy after 3 months.  |
| 23               | exchange officers                           | reports prepared by Allied Officers and submitted to officer's home service  |   | destroy 5 years after exchange officer returns.  |
| 24               |   | case files of administrative records on USAF and Allied officers   |   | destroy 1 year after completion of assignment or no longer needed, whichever is sooner.  |
| 25               | specialty evaluation                        | reports and related records  | at HQ USAF/DPXO   | retire as permanent.   |
| 26               | military sponsor program                    | military sponsor program information forms at losing activity  |   | forward to gaining command.  |
| 27               |   | related correspondence   | at losing activity  | destroy when no longer needed.   |
| 28               |   |  | at gaining activity   |  |
| 29               | AF Specialty Code (AFSC) Conversion Report  | reports which provide estimates of authorizations which will be reflected in AFSCs being affected by conversion actions  |   | destroy when next conversion action is announced in AFR 39-1 is processed.   |
| 30               | advanced academic degree (AAD) requirements | requests to establish/change AAD positions, AF education requirements, board reports and related correspondence used to establish, change or delete an AAD requirement in the manpower data system for line of the AF commissioned officers in grade of colonel and below in accordance with AFR 36-19 | kept by supervisors, HQ USAF, and MAJCOM functional managers      | destroy when superseded or when AAD requirement is deleted.  |
| 31               |   |  | (RESERVED)  |  |
| 32               |   |  | approved AAD requirements for changes in the manpower data system | see table 26-1.  |
| 33               | enlisted aide assignments                   | semiannual report, RCS: HAF-MPX(Q)7401, which identifies personnel actions related to the allocation and assignment of AF enlisted aides   |   | destroy when superseded, obsolete or no longer needed.   |
| 34               | assessment screening records                | biographical data, educational data, legal involvement, employment data, drug experience, physical or physiological disparities, credit information, character references and responses on basic training candidates for high risk jobs.   | at 3507th Airman Classification Squadron, Lackland AFB, Texas     | retain for one year after calendar year cutoff then send to Naval Postgraduate School, Dept of Administrative Services, Code 54Ea, Monterey CA 93940, where they will be destroyed when no longer needed for research. |
| 35               | nonassessment screening records             | biographical data, qualification information and all individual processing data used in the classification process   | 3507 ACS Airman Classification Squadron, Lackland AFB, Texas      | destroy after 1 year.  |