

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disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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

5. TELEPHONE EXT.

DATE

ARCHIVIST OF THE UNITED STATES

GRACE T. ROWE

694-3527

2/28/90

[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 GRS OR SUPERSEDED JOB CITATION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)

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 U L 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)			