

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

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JOB NO. NI-AFU-90-15

DATE RECEIVED 12/28/89

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

1. FROM (Agency or establishment)

DEPARTMENT OF THE AIR FORCE - HQ USAF

2. MAJOR SUBDIVISION

DIRECTORATE OF INFORMATION MANAGEMENT AND ADMINISTRATION

3. MINOR SUBDIVISION

RECORDS MANAGEMENT POLICY SECTION

4. NAME OF PERSON WITH WHOM TO CONFER

Pierre J. Jost

5. TELEPHONE EXT.

694-3527

DATE

1/1/90

ARCHIVIST OF THE UNITED STATES

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disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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

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 TWO 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.

8. DATE

20 DEC 1989

C. SIGNATURE OF AGENCY REPRESENTATIVE

Grace T Rowe

D. TITLE

GRACE T. ROWE, Chief, Rcds Mgt Policy Sec
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 GRS OR SUPERSEDED JOB CITATION	10.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)
1	<p>INDIVIDUAL MILITARY PERSONNEL RECORDS (TABLE 35-1, RULE 1.2) (APPLICABLE AIR FORCE-WIDE)</p> <p>Because we have no rule in our regulation to tell us how long to maintain the case files of hearing proceedings of applicants making personal appearances before the Air Force Discharge Review Board, the office responsible for these records advised us that they should retire them to the NPRC (MPR) after HQ AFMPC and HQ ARPC complete all personnel actions. NPRC should destroy them after 75 years. On an annual basis or when volume permits, retire the cassette tapes of hearing for 75 years to the Washington National Records Center .</p> <p>Request you approve this request for inclusion in our disposition standards.</p>		

Copies sent to agency, NCF, NN-W, NNT 12/12/90

TABLE 35-1

TITLE OF TABLE
INDIVIDUAL MILITARY PERSONNEL RECORDS

R U L E	A If the records are or pertain to	B consisting of	C which are	D then
*1.2	Air Force discharge review board (final action)	case files of hearing proceedings of applicants	SAF/MRC	transfer to NPRC (MPR) after HQ AFMPC and HQ ARPC complete all personnel actions pertaining to the individual. Destroy after 75 years. Also retire cassette tapes of hearing to WNRC on an annual basis, or when volume permits, whichever is sooner. Destroy after 75 years.

Note: DD Form 293, DRB Findings and DRB minority reports will be incorporated into the MPR. All other records will be destroyed after 75 years and will be stored separately from the MPR.

(b) Copies of documents

(2) Docket cards of cases processed by the board

f. Officer Selection Promotion Board Records. Files consisting of correspondence and other records accumulated by naval examining boards relating to recommendations or actions regarding officer promotions, suspension of promotions, re-examinations, submission of additional information, redetermination of qualifications for promotion of candidates who have failed in one or more subjects before a supervisory examining board, or whose records show matter adverse to promotion qualifications and other similar matter.

Retain on board. Destroy when no longer needed.

Retain on board. Destroy when no longer needed.

Retain on board. Destroy when 4 years old.

g. Board of Review, Discharges, and Dismissal Official Case Files

(1) All papers relating to each individual case, including review of discharges, applications for review of discharge and separations from the armed services; copies of discharge certificates; correspondence with naval ties, petitioners, veterans organizations, congressmen, and other interested parties; and other records relating to the progress and disposition of the case.

Transfer to FRC when case is closed. Destroy 15 years after case is closed.

(2) Docket cards and en bloc recommendations made by the Board and approved by Secretary of the Navy (SECNAV) (official original document only).

Retain on board. Destroy when no longer needed.

h. Naval Clemency and Parole Board Records

(1) Official Board case files composed of briefs and relevant disciplinary, medical, and sociological histories of appellant seeking clemency; proceedings and decisions of the Board; medical-psychological evaluation reports; civilian background reports; correspondence with naval activities, members of Congress, and others concerned with the case. (No indices involved.)

Cut off and transfer to FRC 1 year after discharge of individual from the naval service. Destroy 25 years after cut-off.

(2) En bloc recommendations made by the Board and approved by SECNAV (official original document only).

Retain on board. Destroy when no longer needed.