

**REQUEST FOR RECORDS DISPOSITION AUTHORITY**

(See Instructions on reverse)

LEAVE BLANK

JOB NO.

NI-AFW-90-28

DATE RECEIVED

2/15/90

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disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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

DATE

5/7/90

ARCHIVIST OF THE UNITED STATES

*[Signature]*

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

1. FROM (Agency or establishment)

DEPARTMENT OF THE AIR FORCE

2. MAJOR SUBDIVISION

Directorate of Information Management

3. MINOR SUBDIVISION

Policy Division, SAF/AAIA

4. NAME OF PERSON WITH WHOM TO CONFER

Mr. R. P. Dwyer

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

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

B. DATE

12 FEB 1990

C. SIGNATURE OF AGENCY REPRESENTATIVE

*Grace T. Rowe*

D. TITLE

GRACE T. ROWE  
Chief, Records Mgmt Policy Branch  
Directorate of Information Mgmt

7. ITEM NO

1

B. DESCRIPTION OF ITEM  
(With Inclusive Dates or Retention Periods)

INDIVIDUAL MILITARY PERSONNEL RECORDS (Table 35-1)  
(Applicable Air Force-wide)

Rule 20. Added, to dispose of court reporter's recordings for formal hearings of the Physical Evaluation Board (PEB). We only need to keep the verbatim or summarized records or tapes and disks not transcribed for three years after date of hearing. HQ Air Force Military Personnel Center (HQ AFMPC) Judge Advocate stated that we should keep the tapes (records) of the formal hearing until the statute of limitations for the Air Force Board for the Correction of Military Records (AFBCMR) expired (three years). The PEB findings are noted on AF Form 356, Findings and Recommended Disposition of USAF Physical Evaluation Board; which becomes a permanent record of the military member's Master Personnel Record Group.

9. GRS OR SUPERSEDED JOB CITATION

10. ACTION TAKEN (NARS USE ONLY)

TABLE 35-1

INDIVIDUAL MILITARY PERSONNEL RECORDS

R U L E	A	B	C	D
	If records are	consisting of	which are	then
20 *	court reporter's record	court reporter's recordings for formal hearings of the Physical Evaluation Board consisting of verbatim or summarized records and tapes and discs not transcribed		destroy 3 years after date of hearing.

TABLE 34-1. CONTINUED

R U L E	A	B	C	D
	If the records are or pertain to	consisting of	which are	then
6	reports on applications for vending stand locations	reports required by AFR 34-2 identifying number of applications for vending stand locations received from state licensing agencies; number accepted, denied, and still pending, as pertains to applications from blind persons	at HQ AFMPC/DPMSC	destroy after 3 years.
7			at MAJCOMS and intermediate commands	destroy after 3 months.
8			at installations	destroy after 2 years.

NOTE: Records maintained by private organizations will be disposed of as prescribed by the organizations' charter/by-laws (see AFR 12-50, volume I, paragraph 3-1b.)

**35. Military Personnel.** Tables in this series cover records pertaining to administration of the military personnel program as it affects both officers and airmen, and military personnel records for active duty and retired personnel, whether Regular or Reserve. Disposition instructions apply to all copies except those records filed in the military personnel records groups. Records accumulated under the 31, 35, and 36 publications series are included.

TABLE 35-1

INDIVIDUAL MILITARY PERSONNEL RECORDS

R U L E	A	B	C	D
	If the records are or pertain to	consisting of	which are	then
1	Master Personnel Record Group	records which comprise the history of an individual's military service required by AFR 35-44 to be filed in the Master Personnel Record Group	at HQ AFMPC and HQ ARPC	manage according to AFR 35-44 and retire to NPRC after HQ AFMPC and HQ ARPC complete all personnel actions (e.g., discharge, retirement, dismissal, pay at age 60) pertaining to the individual (see note 4).
1.1	Command Record Group or Field Record Group	records which comprise the history of an individual's military service required by AFR 35-44 to be filed in the Command Record Group and/or the Field Record Group		dispose of per AFR 35-44.
*2	personnel information file	extra copies of records covered elsewhere in this regulation or other records necessary to manage the member at the unit/supervisor level which are kept by the commanders and supervisors in the Command/Supervisor Assigned Personnel Information File		destroy when no longer needed, or when individual transfers or separates from service, whichever is sooner.
*3	Air Force Personnel Selection Panel (PSP) records	career briefs, selected and non-selected packages and related records which pertain to Air Force Special Activities Center (AFSAC)	at HQ AFSAC/INXC	destroy when no longer needed or when member leaves AFSAC.
3.1		records pertaining to medical professional staff concerning their professional papers, accomplishments, research, speeches, doctor/patient relationship, etc.	at HQ AFMSC/SGP	destroy on reassignment, separation, inactivation of activity, when no longer needed, or after 5 years, whichever is sooner (see notes 1, 2).
3.2	Air Attache Informational Personnel Records	career briefs, selected and nonselected packages and related records which pertain to air attaches	at Directorate of Air Attache Affairs, HQ AFIS	destroy when no longer needed or when members leaves attache service.

TABLE 30-1. CONTINUED

REULE	A	B	C	D
	If the records are or pertain to	consisting of	which are	then
4	correction of military records of officers and airmen	polls, opinions, and other records pertinent to the establishment and function of the AF Board for Correction of Military Records (SAF/MICB(S)) accumulated by the board under AFRs 31-3 and 31-11	at SAF/MICB(S)	retire as permanent.
5		case files of AF Board for Correction of Military Records		destroy after 75 years.
6			at HQ AFMPC and HQ ARPC	destroy after 3 years.
7			at other than SAF/MICB(S) and HQ AFMPC and HQ ARPC	destroy after 2 years or when individual transfers or separates from service, whichever is sooner.
7.1	correction of military records of officers and airmen	working papers, memoranda, or other internal written commentary generated by board members, board presidents or board recorders	accumulated by the Review Board at AFMPC and ARPC under AFR 31-11	destroy on completion of Review Board actions.
8	personnel deployment information package (PDIP)	records which individuals must handcarry on deployment for management purposes at deployment site used only when individual is deployed and maintained during entire period of deployment		destroy when individual has in-processed at home station on completion of deployment (EXCEPTION: return passports per AFR 30-4).
9	service number register files	registers, logs or comparable records used to identify individuals to whom specific service numbers were assigned, or to control the allotment and sub-allotment of blocks of service numbers obtained from Department of the Army, 1947-July 1969		transfer to NPRC (MPR) and destroy when no longer needed in the reconstruction of military personnel records.
10	absentee/deserter case files	DD Form 553, Absentee Wanted by the Armed Forces, DD Form 616, Report of Return of Absentee Wanted by the Armed Services, and related records, concerning the member's unauthorized absence and return to military control	original records initiated at CBPOs and copies at HQ AFMPC/DPMARS	dispose of per AFR 35-44.
11			at MAJCOM OPRs	destroy 1 year after the unauthorized absence is terminated.
12			at security police and other base agencies	see table 125-1.
13	weight management program or fitness improvement training (FIT) program case files	correspondence, administrative actions, summaries, counseling records; AF Form 393, Individual Records for Weight Management and Fitness Improvement Training (FIT) Programs, AF Form 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 retirement whichever is sooner (see note 3).
13.1	individual physical fitness and weight evaluation record (AF Form 379)	a member's physical fitness weight evaluation		maintain with reaccomplished form; destroy 90 days after separation or upon retirement, whichever is sooner (see note 3).
14	dependent care responsibilities	statement of understanding, and commander's memo for record of annual unit briefing		destroy when superseded or upon PCS, whichever is sooner.
15		automated listing of assigned single member sponsors and military couples with dependents	at CBPOs	destroy when superseded.
16	Individual Mobilization Augmentee (IMA) annual status report	reports pertaining to authorized and assigned IMA levels and force readiness	at HQ USAF/DPXX and AF/RE, MAJCOMs, HQ AFMPC and HQ ARPC	destroy after 3 years.

TABLE 35-1. CONTINUED

R U L E	A	B	C	D
	If the records are or pertain to	consisting of	which are	then
17	Civilian/Military Service Review Cards	control cards showing determinations of active duty type discharge for civilian/contractor personnel (Public Law 95-202)	at Boards and Correction Section, Air Force Manpower and Personnel Center (AFMPC/DPMDOA)	retire as permanent (see note 7).
18			at other than AFMPC/DPMDOA	destroy 2 years after service credit determination is made.
19	AF morning reports and indexes	morning reports containing information on gains, losses, or changes in status of personnel assigned to a unit, 1947-1966 and indexes	at NPRC (MPR)	dispose of in January 2042, if no longer needed in documenting military service (see note 6).

NOTES:

1. If otherwise releasable, records eligible for destruction may be given to individual concerned, in lieu of destruction.
2. At the discretion of the MAJCOM, informational personnel records may be transferred to gaining CBPO for intracommand reassignments.
3. Operational instructions for disposition of these records/forms upon reassignment (PCS/PCA), expiration or conversion of forms, etc., are contained in AFR 35-11.
4. Offer to the National Archives 75 years after retirement of the Master Personnel Records (MPR) to NPRC. National Archives, after consultation with the AF, historians, genealogists and other concerned parties, will determine the disposition of the MPR. All or some of the MPR will be designated archival and accessioned into the Archives' holdings. Any MPR not selected for archival preservation may be either donated to an appropriate institution or destroyed.
5. Reaccomplish card(s) are attached to current card.
6. This is a discontinued documentation series consisting of approximately 6,500 cubic feet of records. The morning reports for the period 1947-1959 are on microfilm, while those for 1959-1966 are on paper. They can be disposed of 75 years after date of latest report, i.e., 2042, assuming that their use in documenting military service has ceased.
7. Offer cards to the National Archives in 10 year blocks 30 years after service credit determination is made.

TABLE 35-2

REENLISTMENT AND RETENTION (see note 1)

R U L E	A	B	C	D
	If the records are or pertain to	consisting of	which are	then
1	career information and counseling	forms maintained and monitored under AFR 35-16	at units of assignment	send to CBPO upon PCS; to gaining activity upon PCA without PCS; or give to individual upon separation or discharge or when airman enters third enlistment. For AF Reserve personnel, destroy when requirement for counseling expires.
2	selective reenlistment and retention	selection records, including annotated eligibility rosters created in selecting or nonselecting FTA airmen for career status and the selective retention of airmen with 20 years or more service		destroy after 1 year.
3		duplicates of records, the original of which are in the field record group		destroy 6 months after final action.
*4	ANG Incentive Program	bonus contracts, payment authorizations, ledgers, reports, related correspondence pertaining to the ANG incentive program	at CBPOs (Base Career Advisor)	destroy when no longer needed or 1 year after final action, whichever is later (see note 2).
5	selective reenlistment bonus (SRB)	records pertaining to lump sum or advanced payment of SRB	at MAJCOM retention offices or at base career advisors' offices	destroy after 1 year.
6	special retention initiative or suggestions	records pertaining to identification of such factors and actions taken for adoption or disapproval	at CBPOs or units	destroy after 1 year.