

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

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JOB NO. N1-AFU-90-33

DATE RECEIVED 4/3/90

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
Records Management Policy Branch

4. NAME OF PERSON WITH WHOM TO CONFER
GRACE T. ROWE

5. TELEPHONE EXT.
694-3527

DATE 4/17/90 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 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 8 of the GAO Manual for Guidance of Federal Agencies, is attached.

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

B. DATE 29 MAR 1990	C. SIGNATURE OF AGENCY REPRESENTATIVE <i>Grace T Rowe</i>	D. TITLE GRACE T. ROWE Records Management Policy Br Directorate of Information Mg
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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 GRS OR SUPERSEDED JOB CITATION	10.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) (Applicable Air Force-wide)</p> <p>The purpose of this submission is to change the disposition of rule 13 from "destroy after completion of probation period, or after seperation or retirement, whichever is sooner" to "destroy 1 year after removal from program(s), after successful completion of Probation and Rehabilitation (P&R), or 90 days after seperation or retirement, whichever is sooner (see note 3)."</p> <p>Also change column C to "maintained in Unit Orderly rooms."</p> <p>This change is required because the terms probation and rehabilitation were not included in the original decision logic table under AFR 35-11.</p> <p>The proposed disposition will adequately satisfy our needs.</p> <p>See NARA Job Number N1-AFU-89-1</p>		

TABLE 35-1. CONTINUED

R U L E	A If the records are or pertain to	B consisting of	C which are	D then	
4	correction of military records of officers and airmen	policies, 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	Maintained in Unit Orderly rooms	destroy 1 year after removal from program(s), after successful completion of Probation and Rehabilitation (P&R), 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 repro-simplified 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.	