

REQUEST FOR RECORDS DISPOSITION AUTHORITY <i>(See Instructions on reverse)</i>		LEAVE BLANK	
TO: GENERAL SERVICES ADMINISTRATION NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408		JOB NO.	N1-AKU-91-8
1. FROM (Agency or establishment) DEPARTMENT OF THE AIR FORCE		DATE RECEIVED	12-7-90
2. MAJOR SUBDIVISION DIRECTORATE OF INFORMATION MANAGEMENT		NOTIFICATION TO AGENCY	
3. MINOR SUBDIVISION RECORDS MANAGEMENT POLICY BRANCH		In accordance with the provisions of 44 U.S.C. 3305a 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disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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.	
4. NAME OF PERSON WITH WHOM TO CONFER JOYCE L. TRUETT	5. TELEPHONE EXT. 614-3527	DATE 29 NOV 1990 3/20/91	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 3 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 NOV 1990	C. SIGNATURE OF AGENCY REPRESENTATIVE <i>Grace T Rowe</i>	D. TITLE GRACE T. ROWE, Chief, Rcds Mgt Policy Branch Directorate of Information Mgt
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7. ITEM NO	B. DESCRIPTION OF ITEM <i>(With Inclusive Dates or Retention Periods)</i>	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN <i>(NARS USE ONLY)</i>
1	<p>PROMOTION AND DEMOTION RECORDS (TABLE 35-8, RULE 11) (APPLICABLE AIR FORCE-WIDE)</p> <p>The Air Force regulation governing demotion case files requires the case file be forwarded to HQ AFMPC/DPMDOM1 for microfilming. There is no need to keep them at base level for five years after filming. Therefore, request approval for changing retention period from five years to one year for these records. Annual accumulation is approximately 10 - 20 cubic feet.</p>		

Copies sent to agency, NCF 3/21/91

TABLE 35-8

TITLE OF TABLE
PROMOTION AND DEMOTION RECORDS

R U. L E	A If the records are or pertain to	B consisting of	C which are	D then
11	airman demotions	recommendations for reduction in grade, and related records	approved and demotion directed	destroy after 1 year