

REQUEST FOR RECORDS DISPOSITION AUTHORITY (See Instructions on reverse)		LEAVE BLANK (NARA use only)	
TO NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		JOB NUMBER	N1-AFK-9224
1. FROM (Agency or establishment) DEPARTMENT OF THE AIR FORCE		DATE RECEIVED	3-5-92
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. 3303a the disposition request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	
4. NAME OF PERSON WITH WHOM TO CONFER	5. TELEPHONE	DATE	ARCHIVIST OF THE UNITED STATES
JOYCE L. TRUETT	(703) 614-3527	7/16/92	

6. AGENCY CERTIFICATION
I hereby certify that I am authorized to act for this agency in matters pertaining to the disposition of its records and that the records proposed for disposal on the attached _____ 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, under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies,

is not required; is attached; or has been requested.

DATE	SIGNATURE OF AGENCY REPRESENTATIVE	TITLE
FEB 28 1992	<i>Grace T Rowe</i>	GRACE T. ROWE Chief, Records Management Policy Branch Information Management Division

7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
	<p>RESERVE FORCES (TABLE 45-1, Rule 13) (APPLICABLE AFROTC)</p> <p>HQ AFROTC is the office of primary responsibility for Cadet Personnel Action Requests. Copies of all request packages, whether approved or disapproved, must be maintained in the event a cadet or applicant decides to challenge the final decision. Packages are now held 30 days past the end of the fiscal year close-out of the cadets/applicants projected date of commission. In case the cadet has a change to the date of commission, this rule prevents the package from being destroyed prematurely.</p> <p>Request the attached proposed Rule 13 to Table 45-1 be approved.</p> <p><i>Copies sent to agency 7/27/92</i></p>		

TABLE 45-1

TITLE OF TABLE
RESERVE FORCES (see note 1)

R U L E	A If the records are or pertain to	B consisting of	C which are	D then
*13	cadet personnel action packages	AFROTC Form 22 and related correspondence	at HQ AFROTC/REFP	destroy completed requests thirty days after the fiscal year close of the applicants'/ cadets' date of commission.