

<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b> <i>(See Instructions on reverse)</i>		LEAVE BLANK (NARA use only)	
TO NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		JOB NUMBER <i>N1-APU-93-16</i>	DATE RECEIVED <i>8-3-93</i>
1 FROM (Agency or establishment) DEPARTMENT OF THE AIR FORCE		NOTIFICATION TO AGENCY  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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	
2 MAJOR SUBDIVISION DIRECTORATE OF INFORMATION MANAGEMENT			
3 MINOR SUBDIVISION RECORDS MANAGEMENT POLICY BRANCH			
4 NAME OF PERSON WITH WHOM TO CONFER  PIERRE J. JOST	5. TELEPHONE  (703) 614-3527	DATE <i>3-11-94</i>	ARCHIVIST OF THE UNITED STATES <i>Cindy Huskang Peterson</i>

**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 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, 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 <b>JUL 14 1993</b>	SIGNATURE OF AGENCY REPRESENTATIVE <i>Grace T. Rowe</i>	TITLE GRACE T. ROWE Chief, Records Mgt Policy Branch Directorate of Information Mgt
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7. ITEM NO	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
1	<p style="text-align: center;">INDIVIDUAL MILITARY PERSONNEL RECORDS (TABLE 35-1, RULE 16.01) (APPLICABLE AIR FORCE-WIDE)</p> <p>We want to add a Rule 16.01 to Table 35-1 to cover the disposition of the Individual Mobilization Augmentee (IMA) Management folders. These folders are used to provide data necessary for the administrative management of IMAs. The folders are also used as a source of reference for verification of data. The office of primary responsibility for these records (HQ USAF/REPP) stated that they should be destroyed when superseded or no longer needed. Further at time of reassignment or separation the record should be provided to the member and if reassigned within the command they may be forwarded to the gaining unit.</p>		

*Copy sent to agency 3/24/94*

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
16.1	Individual Management Augmentee (IMA) folders	copies of records covered elsewhere in this regulation or other records necessary to manage the member at the unit/supervisor level	with Unit Reserve Coordinators <i>pertinent</i>	destroy when superseded or no longer <del>needed</del> . At time of reassignment or separation forward the record to the member and if reassigned within the command forward the record to the gaining unit.