

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR)
 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 BRANCH

4. NAME OF PERSON WITH WHOM TO CONFER
PIERRE J. JOST

5. TELEPHONE
(703) 614-3527

LEAVE BLANK (NARA use only)

JOB NUMBER
NI-AFU-95-4

DATE RECEIVED
1-25-95

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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.

DATE *6/15/95* ARCHIVIST OF THE UNITED STATES
James M. Moore

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 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, 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: **1-20-95** SIGNATURE OF AGENCY REPRESENTATIVE: *James T. Rowe* Chief, Records Mgt Branch, Directorate of Information Mgt

7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
1	<p align="center">DISCHARGE AND SEPARATION (TABLE 35-9, RULES 3, 4 AND 7) (APPLICABLE AIR FORCE-WIDE)</p> <p>We want to make the following changes to Rules 3, 4 and 7:</p> <p>Rule 3: Add in Column B "maintained at Legal Office as legal evidence". The office responsible for the creation of these records does not need to maintain a copy. Only the Legal Office is required to have a copy as legal evidence.</p> <p>Rule 4: Change the disposition from "return to individual 90 days after notification of disapproval" to "destroy after 6 months after notification of disapproval." The individual does not need a copy and keeping the records in the office for 6 months in a central point will be more accessible if they need to be retrieved.</p> <p>Rule 7: Add the following to Column B: "and also includes recommendations for separation for cause resulting in separation." Self-explanatory.</p> <p>Request you approve these changes.</p> <p><i>Copy sent to NCF 3/21/95</i></p>		

TABLE 35-9

TITLE OF TABLE
DISCHARGE AND SEPARATION (SEE NOTE 1)

R U L E	A If the records are or pertain to	B consisting of	C which are	D then
1	administrative discharge or separation from service for cause	board proceedings, board waivers, recommendations, and other related records	approved actions resulting from in discharge	see rule 7 and note 1.
2			RESERVED (NO CHANGE)	RESERVED (NO CHANGE)
*3		maintained at Legal Office as legal evidence	actions not resulting in discharge (see note 2)	destroy after 1 year or on re-assignment of member, whichever is sooner (see note 3)
*4	requests for discharge	applications and other records related to release from active duty, discharge, or separation by reason of dependency, hardship, or for the convenience of the government	disapproved actions	destroy 6 months after notification of disapproval.

TABLE 35-9 (CONTINUED)

R U L E	A If the records are or pertain to	B consisting of	C which are	D then
5	requests for discharge	applications and other records related to release from active duty, discharge, or separation by reason of dependency, hardship, or for the convenience of the government	approved actions resulting in discharge	see rule 7 and note 1.
*7	separation preparation	relocation preparation project folders used to consolidate separation processing records and also includes recommendations for separation for cause resulting in separation		destroy 3 months after date of separation member, whichever is sooner (see note 3)

NOTES:

- *1. Rules apply to those copies not required by other directives to be filed in individual military personnel record groups (see table 36-12).
- *2. When rehabilitation procedures are approved, file a copy in the Unit Personnel Record Group per AFI 36-2608 and remove when probation or rehabilitation is complete and suspended involuntarily discharge is permanently cancelled.
- *3. EXCEPTIONS: See AFI 36-2608 for record containing information indicating the possible existence of a physical or mental defect, or pertaining to airmen holding appointments of Reserve of the AF, commissione or warrant officer.

NOTE FOR LINDA EBBEN:

The 3 Notes are the same. However, we had to change "table 35-1" to read "table 36-12" in Note 1, and "AFR 35-44" to read "AFI 36-2608" in Notes 2 and 3. That's why we had to put an asterisk in front of each note. Pierre