

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

LEAVE BLANK (NARA use only)

JOB NUMBER *N1-AFU-96-14*

DATE RECEIVED *6-7-96*

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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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 *8/28/96* ARCHIVIST OF THE UNITED STATES
James Moore

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 MISSION SYSTEM

3. MINOR SUBDIVISION
 INFRASTRUCTURE DIVISION

4. NAME OF PERSON WITH WHOM TO CONFER
 JESSICA L. SPENCER

5. TELEPHONE
 703-695-4263

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 *28 May 96* SIGNATURE OF AGENCY REPRESENTATIVE *Robert E. Carr* TITLE
 ROBERT E. CARR, Col, USAF
 Chief, Infrastructure Div

7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
	<p>Performance Reporting and Quality Control Records T36-16 Rules 1, 4, 5, 7 and Note 6 (Applicable Air Force-Wide) <i>OF AFMAN 37-139</i></p> <p>SEE ATTACHED PROPOSED DISPOSITION SCHEDULE.</p> <p>Table 36-16, Note 6, should read: Subject to the policies and procedures outlined in AFI 36-2907, UIF records on enlisted personnel only, which were placed in the UIF under rule 1 of this table, may be removed prior to the normal disposition date(s) <i>and destroyed</i></p> <p><i>[Amended by R. Wire per J. Spencer, 8-13-96]</i></p>	<p>N1-AFU-90-3</p>	

TABLE 36-16

PERFORMANCE REPORTING AND QUALITY CONTROL RECORDS (SEE NOTE 1)

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
1 **	unfavorable information files (UIFs) on officers and airmen	written administrative admonition or reprimand not pursuant to Article 15, UCMJ, or sentence of court-martial on all Air Force Personnel (includes AFR/ANG); and documented evidence or supported allegations of an unfavorable nature, including control roster correspondence.	maintained by UIF custodians <i>[Amended by R. Wire per J. Spencer, 8-13-96]</i>	for enlisted personnel destroy 1 year after the effective date of placement into UIF, for officers, destroy 4 years, or PCS/transfer plus 1 year, whichever is later, after the effective date of placement into UIF, the most recent unfavorable correspondence or document not related to administrative reprimand or admonition (See Notes 1,2, 4, 5, 6,) (EXCEPTIONS: a. when the UIF contains more than one document, destroy all records after 1 year for enlisted. and 4 years destroy after 4 years or PCS/transfer plus 1 year, whichever is later, for officers, from the effective date of the most recent unfavorable correspondence or document, except when longer retention is required by rule 5; b. enlisted files will be destroyed when a member is separated (without immediate return or continuation on active duty), retires or dies. Officer files will be transferred to the Air Reserve Component (ARC), or destroyed if the member retires or dies; c. the disposition date for placement on the control

			roster is 1 year for officer and enlisted personnel.).
2	all copies of UIF summary	at MAJCOMs/FOAs/units and the original of the UIF summary maintained in the UIF	unit commanders (including headquarters squadron section commanders) may hold copies of both current and obsolete UIF summaries in the member's unit assigned personnel information file (see AFI 36-2608) until the member is no longer assigned to the unit; following reassignment from the unit (does not include unit redesignations), they will be destroyed; all other copies will be destroyed upon receipt of updated or reaccomplished UIF summary, or when all items have been removed and the UIF has been terminated (See Note 2). AUTH: N1-AFU-90-3
3		on students attending AETC flying/technical courses except as provided in rules 1 and 5	destroy per rule 1 or on termination of training status (completion, removal and reassignment from control of the training unit), whichever is earlier (See Note 2). AUTH: N1-AFU-90-3
4 ***		on personnel missing/captured in action, except as provided for in rules 1 and 5	forward to HQ AFPC/DPSRS for active duty personnel when the command or field record group is disposed of according to AFI 36-2608. For AFR/ANG forward IAW AFI 36-2608. AUTH: N1-AFU-90-3
5		results of court-martial convictions or punishments under Article 15, UCMJ, or other than minor civil court convictions (or judgments equating to convictions as explained in AFI 51-201,51-202, and 36-2907) pertaining to active duty personnel	at MPFs, Special Actions Unit, or Unit Orderly Room

			Form 3070 for Article 15 action, or when an enlisted member is separated (without immediate return or continuation on active duty), retires or dies, or when an officer retires or dies. (EXCEPTION: when additional correspondence or documents are placed in the UIF under this rule or under rule 1 prior to expiration of the disposition date of documents already on file, the file will be retained for 1 to 4 years, or PCS/transfer plus 1 year, whichever is later, depending on document) from the effective date of the new correspondence or document, or date of the most recent unfavorable correspondence, under rule 1, or 2, if applicable). When an officer separates the UIF will be transferred to the ARC. (See Note 2). AUTH: N1-AFU-90-3
6	(RESERVED)		(RESERVED)
7	control rosters on officers and airmen	manual or mechanized control rosters accumulated under AFI 36-2907	<i>[Amended by R. Wire per J. Spencer, 8-13-96]</i> destroy 1 year from date or when no longer needed, whichever is sooner. AUTH: N1-AFU-90-3
8	line of duty (LOD) determination file	original copy of AF Form 348, Line of Duty Determination and DD Form 261, Report of Investigation Line of Duty and Misconduct Status	at HQ AFMPC or HQ AFRPC See table 36-12, rule 1. AUTH: N1-AFU-90-3