

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 11-AFU-99-10	DATE RECEIVED 7-14-99
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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	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 HO COMMUNICATIONS & INFORMATION CENTER			
3. MINOR SUBDIVISION CORPORATE INFORMATION DIVISION			
4. NAME OF PERSON WITH WHOM TO CONFER GENE B. SULLIVAN	5. TELEPHONE 703-588-6192	DATE 10/24/90	ARCHIVIST OF THE UNITED STATES <i>William G. Ferry, Acting</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 5 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: 15 Jun 1999
SIGNATURE OF AGENCY REPRESENTATIVE: *Cheryle D. Gumaer*
TITLE: **CHERYLE D. GUMAER
Air Force Records Manager**

7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
1	<p>PROGRAM ADMINISTRATION</p> <p>Air Force proposes changes to Table 36-16</p> <p><i>1, 5, email & e-word processing</i> Changes rules <u>2, 3, 4</u>, and note 6 and adds <u>Rule 22</u>. Deleted is note 5. Added or changed areas are underlined.</p> <p>The UIF is an official record of unfavorable information about an individual. It documents administrative, judicial, or nonjudicial censures concerning the member's performance, responsibility, behavior, etc.</p> <p>Table 36-16, Rule 1, Column D (1) has added criteria for disposal of enlisted UIF. (2) added disposition for ARC enlisted files. (3) decreased retention from 4 years to 2 years for officer UIFs; deleted the PCS + 1 year criteria, and added criteria. (4) deletes item c under Exceptions which covers an action not a record.</p> <p><i>3 and</i> Table 36-16, Rule 5, changes Column C information.</p> <p>Table 36-16, Rule 5, Column D:</p>	<p>NI-AFU-90-3</p> <p>NI-AFU-96-14</p>	

- (1) adds disposition criteria for enlisted UIF.
- (2) adds specific 2 year disposition for punishment actions for officers.

See attached table format showing how we want to describe the retention of these records

This series is maintained under the Privacy Act System of Records F036 AF PC L.

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 AFRES/ ANG); and documented evidence or supported allegations of an unfavorable nature, including control roster correspondence.	Maintained by UIF / custodians	<p>For enlisted personnel, destroy 1 year after the effective date of placement into the UIF, <u>the most recent unfavorable correspondence or document not related to Article 15, UCMJ, or sentence of court-martial</u> (see notes 1,2,4,6).</p> <p><u>Enlisted files will be transferred to/within the Air Reserve Component (ARC) when a member transfers to/within the ARC or separates to HQ ARPC or HQ ANGRC.</u></p> <p>2. For officers, destroy 2 years after the effective date of placement into the UIF, the most recent unfavorable correspondence or document not related to <u>Article 15, UCMJ, or sentence of court-martial</u> (see notes 1,2,4,6).</p> <p>3. (Exceptions: a. When the UIF contains more than one document, destroy all records after 1 year for the</p>

				<p>enlisted or 2 years for officers, from the effective date of the most recent unfavorable correspondence or document, except when longer retention is required by rule 5;</p> <p>4. b. officer and enlisted files will be transferred to HQ ARPC or HQ ANGRC when a member is separated, or destroyed if the member retires or dies, whichever is earlier.</p> <p>c. The disposition date for placement on the control roster is 1 year for officer and enlisted personnel.</p> <p>N1-AFU-96-14</p>
*3		all copies of UIF summary	5. on students attending AETC flying/technical courses except as provided in rule 1 and Rule 5.	<p>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)</p> <p>AUTH: N1-AFU-90-3</p>
*4		all copies of UIF summary	on personnel missing/captured in action, except as provided for in rule 1	<p>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.</p> <p>AUTH: N1-AFU-96-14</p>

*5		<p>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</p>	<p>at MPFs, <u>Career Enhancement Elements, or Commanders' Support Staff</u></p>	<p>6. For enlisted personnel destroy 2 years after effective date of punishment or when the member retires or dies, <i>whichever is earlier.</i> When enlisted reserve personnel separate the UIF will be transferred to the ARC.</p> <p>7. For officers, destroy court-martial convictions 4 years, or PCS/Transfer plus 1 year, whichever is later, after the effective date of punishment. Destroy Article 15, UCMJ actions (when commander signs items 6-8 of the AF Form 3070) <u>2 years after effective date of punishment</u>, or when the officer retires or dies, <i>whichever is earlier.</i> When a reserve officer separates, the UIF will be transferred to the ARC.</p> <p>(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, all files will be retained for 1 to 4 years or PCS/Transfer plus 1 year, whichever is later, {depending on the document and on</p>
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				whether it pertains to officer or enlisted personnel), 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)
				NI-AFU-96-14
22		Electronic input records (word processing, form filler software)		Delete when record copy is printed and filed

Note 5: Delete

and change

Note 6: Subject to the policies and procedures outlined in AFI 36-2907, UIF records which were placed in the UIF under rules 1, 2, and 7 of this table may be removed prior to the normal disposition date(s).

Add:

8. Electronic copies created on electronic mail and electronic input records (word processing, form filler software) will be deleted after recordkeeping copy has been produced and when no longer needed for reference, updating, revision or dissemination.

*Per 9 disk changes
concerned with
Air Force / G. Sullivan
9-20-06
Jcgonzalez*