

**REQUEST FOR AUTHORITY  
TO DISPOSE OF RECORDS**

*(See Instructions on Reverse)*

**TO GENERAL SERVICES ADMINISTRATION  
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408**

1. FROM (AGENCY OR ESTABLISHMENT)

**DEPARTMENT OF THE AIR FORCE, HQ USAF**

2. MAJOR SUBDIVISION

**Directorate of Administration**

3. MINOR SUBDIVISION

**Documentation Systems Division**

4. NAME OF PERSON WITH WHOM TO CONFER

**Mr. R. J. Norman**

5. TEL EXT

**11-29239**

6. CERTIFICATE OF AGENCY REPRESENTATIVE

LEAVE BLANK	
DATE RECEIVED <b>SEP 27 1974</b>	JOB NO <b>NC-AFU-75 - 5</b>
NOTIFICATION TO AGENCY	
In accordance with the provisions of 44 USC 3303a the disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10	
<i>10-8-74 James E O'Neil</i> (Date) <i>acting</i> Archivist of the United States	

I hereby certify that I am authorized to act for this agency in matters pertaining to the disposal of the agency's records, that the records proposed for disposal in this Request of 1 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified

**26 SEP 1974**

*Herbert G. Geiger*  
(Signature of Agency Representative)

**HERBERT G. GEIGER, Chief**  
Documentation Systems Division  
Directorate of Administration  
(Title)

Date

7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10. ACTION TAKEN
	<p align="center"><b>PROMOTION AND DEMOTION RECORDS (35-8) (Applicable Air Force-wide)</b></p> <p>Airman Promotions. The attached change to AFM 12-50, table 35-8, is to provide reduced disposal standards for documents accumulated at major command level which are used in assisting Consolidated Base Personnel Offices in carrying out the objectives of the Airman Promotion Program. At present the documents are maintained for one year at major command level. This is unnecessary since the major command is a monitoring agency only, and the documents are not a part of board proceedings. The originals of subject documents are maintained at Air Force Military Personnel Center (AFMPC). The disposition in present rule 5.1 for AFMPC is unchanged. The proposed disposition of destroying six months after end of month in which final action is taken at major command level is considered adequate for Air Force needs.</p> <p>(Submission of this request to GAO is not contemplated nor considered necessary).</p>	<p>NN-173-204 (35-8/5.1)</p>	

*Copy to Agency 10/15/74*

TABLE 35-8

## PROMOTION AND DEMOTION RECORDS (see note)

R U L E	A	B	C	D	
	If documents are or pertain to	consisting of	which are	then	
1	officer's promotion, demotion, on selection boards	proceedings, findings, and related documents	at HQ USAF and ARPC	retire as permanent.	
2			at other than HQ USAF or ARPC	destroy 1 year after final action, or on inactivation, whichever is sooner.	
3	airman promotions	board proceedings, findings, special orders promoting airmen, and related documents		destroy 5 years after completion of board.	
4		recommendations	for individuals who died or became missing in action before promotion was effected	forward per AFR 39-29.	
5			other than in rule 4	destroy on promotion or supersession, whichever is sooner.	
5.1			inquiries, score requests, waivers, supplemental actions, and related documents not part of the board proceedings	* at AFMPC	destroy after 1 year.
5.1.1*				at MAJCOMs	destroy 6 months after end of month in which final action is taken.
5.2			documents relating to removals from selection lists, waivers of criteria, and related documents not part of the board proceedings	at AFMPC and MAJCOMs	destroy after 5 years.
6	airman demotions	recommendations for reduction in grade, and related documents	approved and demotion directed	retire as permanent.	
7			disapproved	destroy after 3 months.	

Note: Rules apply only to those not required by other directives to be filed in the individual record groups (see table 35-1).

10-72

