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. C. C. Ratcliffe

6. CERTIFICATE OF AGENCY REPRESENTATIVE

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 2 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified.

Date

Herbert B. Kiger
(Signature of Agency Representative)

5. TEL EXT
11-29219

CLASSIFICATION AND ASSIGNMENT RECORDS (35-4)
(Applicable Air Force-wide)

Clearance Records. The attached change to AFM 12-50, table 35-4, rule 22 is to provide more adequate disposal standards for in-processing clearance records. At present both in and out processing records are maintained for six months. The proposed rule 22.1 would allow units to destroy in-processing records which have no value once all the incoming documents of the field personnel records and relocation actions are completed. Rule 22 would be changed to include only out-processing forms. The proposed disposition of destroy when all relocatable documents are present and accounted for is considered adequate for Air Force needs.

HERBERT G. GEDDES, C of
Documentation Systems Division
Directorate of Administration

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DATE RECEIVED
NOV 6 1974

11-12-74

5-7W 43/4

STANDARD FORM 115
Revised January 1973
Prescribed by General Services Administration
FPMR (41 CFR) 101-11 4
<table>
<thead>
<tr>
<th></th>
<th>Description</th>
<th>Action</th>
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<tbody>
<tr>
<td>18</td>
<td>Individual duty status cards cards used for military personnel</td>
<td>Destroy 6 months after card has been filled, or individual separated, inactivation, whichever is sooner.</td>
</tr>
<tr>
<td>19</td>
<td>Cards used to record attendance of contract technical service and similar personnel</td>
<td>Retain as long as needed for audit purposes; destroy.</td>
</tr>
<tr>
<td>20</td>
<td>Sign in/out registers documents which record arrival, departure, signature, and other data</td>
<td>In preparing unit; destroy after 3 months.</td>
</tr>
<tr>
<td>21</td>
<td>Personnel status reports reports prepared by units collocated with a servicing CBPO to report duty status changes</td>
<td>In CBPO work unit; destroy after 1 year.</td>
</tr>
<tr>
<td>21.1</td>
<td>Duty status change messages messages prepared by units geographically separated from a servicing CBPO to report duty status changes</td>
<td>In preparing unit; destroy after 3 months.</td>
</tr>
<tr>
<td>22</td>
<td>Clearance records forms used to assure proper processing from an activity</td>
<td>Destroy after 6 months.</td>
</tr>
<tr>
<td>22.1</td>
<td>Forms used to assure in-processing from an activity on PCS</td>
<td>Destroy when all relocatable documents are present and accounted for.</td>
</tr>
<tr>
<td>23</td>
<td>Exchange officers reports submitted to officer's home service prepared by Allied officers</td>
<td>Destroy 5 years after exchange officer returns.</td>
</tr>
<tr>
<td>24</td>
<td>Case files of administrative documents on USAF and Allied officers</td>
<td>Destroy 1 year after completion assignment, or when no longer needed, whichever is sooner.</td>
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