

**REQUEST FOR AUTHORITY
TO DISPOSE OF RECORDS**

(See Instructions on Reverse)

AFU

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

LEAVE BLANK	
DATE RECEIVED NOV 6 1974	JOB NO NC-AFU-75-12
NOTIFICATION TO AGENCY	
In accordance with the provisions of 44 U.S.C. 3303a the disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "with-drawn" in column 10	
11-12-74 <i>James E. O'Neill</i> (Date) <i>Acting</i> Archivist of the United States	

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

5. TEL EXT
11-29219

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

HERBERT G. GEIGER, Chief
Documentation Systems Division
Directorate of Administration

5 NOV 1974

Herbert G. Geiger
(Signature of Agency Representative)

Date

(Title)

7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10. ACTION TAKEN
	<p>CLASSIFICATION AND ASSIGNMENT RECORDS (35-4)</p> <p>(Applicable Air Force-wide)</p> <p>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.</p>	<p>NN-170-33 35-4-22</p>	

Copy to Agency 11/15/74

TABLE 35-4 (Continued)

18	individual duty status cards	cards used for military personnel		destroy 6 months after card has been filled, the individual separated, or on inactivation, whichever is sooner.
19		cards used to record attendance of contract technical service and similar personnel		retain as long as needed for audit purposes; destroy.
20	sign in/out registers	documents which record arrival, departure, signature, and other data	in preparing unit	destroy after 3 months.
21	personnel status reports	reports prepared by units collocated with a servicing CBPO to report duty status changes		
21.1			in CBPO work unit	destroy after 1 year.
21.2	duty status change messages	messages prepared by units geographically separated from a servicing CBPO to report duty status changes		
21.3			in preparing unit	destroy after 3 month.
22	clearance records	★ forms used to assure proper out-processing from an activity on PCS or TDY (note 3)		destroy after 6 months
22.1 ★		forms used to assure in-processing from an activity on PCS		destroy when all relocatable documents are present and accounted for.
23	exchange officers	reports submitted to officer's home service	prepared by Allied officers	destroy 5 years after exchange officer returns.
24		case files of administrative documents	on USAF and Allied officers	destroy 1 year after completion assignment, or when no longer needed, whichever is sooner.

10-65