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

2. MAJOR SUBDIVISION
   DIRECTORATE OF ADMINISTRATION

3. MINOR SUBDIVISION
   DOCUMENTATION SYSTEMS DIVISION

4. NAME OF PERSON WITH WHOM TO CONFER
   MR J.E. DAgWELL

5. TEL. EXT.
   756-2378

6. CERTIFICATE OF AGENCY REPRESENTATIVE:
   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 ___ page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified.

9 DEC 1976
(Date)

(Director of Administration)

7. ITEM NO.

8. DESCRIPTION OF ITEM
   (With Inclusive Dates or Retention Periods)

9. SAMPLE OR JOB NO.

10. ACTION TAKEN

CLASSIFICATION AND ASSIGNMENT RECORDS
   (TABLE 35-4)

The purpose of this submission is to revise descriptions and disposition criteria to provide more specific disposition instructions.

Proposed change to rule 15.1, column C, provides disposition to include documents maintained at major subordinate commands.

Rules 17, 18 and 19 are deleted from table 35-4 and added to table 11-2 for a more homogeneous series of documentation in one table.

Proposed new rule 22.2 changes retention for basic trainee graduates clearance records from 6 months to 3 months. Experience has shown that retention of these records beyond 3 months is excessive and serves little purpose.

STANDARD FORM 115
Revised January 1973
Prescribed by General Services Administration
FPMR (41 CFR) 110-11.4
<table>
<thead>
<tr>
<th>R/W</th>
<th>A</th>
<th>B</th>
<th>C</th>
<th>D</th>
</tr>
</thead>
<tbody>
<tr>
<td>15</td>
<td>If documents are of personnel selected for relocation</td>
<td>consisting of documents pertaining to requisition, assignment, reassignment, separation or TDY</td>
<td>*at MAJCOM's and major subordinate commands</td>
<td>destroy after 1 year</td>
</tr>
<tr>
<td>17</td>
<td>Reserved</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>18</td>
<td>Reserved</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>19</td>
<td>Reserved</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>22</td>
<td>Clearance records</td>
<td>forms used to assure proper out-processing from any activity on PCS or TDY (note 3)</td>
<td>destroy after 6 months.</td>
<td></td>
</tr>
<tr>
<td>22.1</td>
<td>forms used to assure proper in-processing from an activity on PCS</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>22.2</td>
<td>forms used to assure proper out-processing for Basic Military Training Graduates (note 3)</td>
<td>at Air Force Military Training Center (ATC)</td>
<td>destroy after 3 months.</td>
<td></td>
</tr>
</tbody>
</table>

PCS = Permanent Change of Station  
TDY = Temporary Duty  
ATC = Air Training Command