

**REQUEST FOR AUTHORITY
TO DISPOSE OF RECORDS**

(See Instructions on Reverse)

2 items

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. Neil Vandergraaf
5. TEL. EXT.
756-2385
6. CERTIFICATE OF AGENCY REPRESENTATIVE:

| LEAVE BLANK | |
|---|--|
| DATE RECEIVED DEC 16 1976 | JOB NO. NC 1-AFCU-77-51 |
| 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. | |
| <i>1-13-77</i> (Date) | <i>James B. Road</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.

13 DEC 1976

Herbert G. Geiger
(Signature of Agency Representative)

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

| 7. ITEM NO. | 8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods) | 9. SAMPLE OR JOB NO. | 10. ACTION TAKEN |
|-------------|---|-----------------------|------------------|
| 1 | <p align="center">MASTER AND COMMAND MILITARY PERSONNEL RECORDS GROUPS (Applicable Air Force-wide)</p> <p>Request authority for destruction of source documents created and maintained per AFM 35-44 (formerly AFM 35-14) for Air Force Reserve, Air National Guard and retired members of the United States Air Force (officers and airmen) after microfilming. Conversion of source documents to microfilm is conducted in a manner which results in total compatibility with the records produced and maintained at the Air Force Military Personnel Center (AFMPC). NARS Job Number NN-174-42 approved destruction of source documents after microfilming at the AFMPC. The same rationale applies to this request.</p> <p>NOTE: This request has been fully coordinated with all users of the military personnel records groups within the Department of the Air Force, as well as with the Departments of the Navy and Army, and the Veterans Administration.</p> <p>EXPEDITIOUS HANDLING OF THIS REQUEST WILL BE APPRECIATED. DUAL MAINTENANCE OF BOTH PAPER AND MICROFILM RECORDS IS CREATING A MANPOWER AND STORAGE PROBLEM.</p> <p>(Submission of the request to GAO is not contemplated nor considered necessary)</p> | <p>NN- 174-42</p> | |

Copy to NCP 1-28-77 GAO

Request for Records Disposition Authority - Continuation

JOB NO

PAGE OF

| 7. ITEM NO | 8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods) | 9. SAMPLE OR JOB NO | 10. ACTION TAKEN |
|---------------|--|---------------------------|---------------------|
| | <p>These files will be converted to microform in accordance with 41 CFR 101.11.504. A silver duplicate microfiche and a diazo reference copy will be retired to the National Personnel Records Center upon final discharge of the individual from military service.</p> <p>A. Silver Duplicate Microfiche: PERMANENT.</p> <p>B. Paper Records: Destroy immediately after microfiche proves to be an adequate substitute.</p> | | |