

**REQUEST FOR AUTHORITY  
TO DISPOSE OF RECORDS**

*(See Instructions on Reverse)*

*4 items*

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

LEAVE BLANK	
DATE RECEIVED <b>DEC 15 1976</b>	JOB NO. <b>NC 1-AFU-77-50</b>
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10.	
12-30-76 <i>James C. O'Neil</i> (Date) <i>acting</i> Archivist of the United States	

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:

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.

**9 DEC 1976**

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

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

Date

(Signature of Agency Representative)

(Title)

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>CLASSIFICATION AND ASSIGNMENT RECORDS (TABLE 35-4)</b></p> <p>The purpose of this submission is to revise descriptions and disposition criteria to provide more specific disposition instructions.</p> <p>Proposed change to rule 15.1, column C, provides disposition to include documents maintained at major subordinate commands.</p> <p>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.</p> <p>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.</p>	<p><b>NC-AFU 75-12</b></p>	

*Copy to Agency 1-6-77 00*

TABLE 35-4

CLASSIFICATION AND ASSIGNMENT RECORDS (note 1)

R U L E	A	B	C	D
	If documents are or pertain to	consisting of	which are	then
15.1	personnel selected for relocation	documents pertaining to requisition, assign- ment, reassignment, separation or TDY	*at MAJCOM's and major subordinate commands	destroy after 1 year
17	Reserved			
18	Reserved			
19	Reserved			
22	clearance records	forms used to assure proper out-processing from any activity on PCS or TDY (note 3)		destroy after 6 months.
22.1		forms used to assure proper in-processing from an activity on PCS		destroy when all relocat- able documents are present and accounted for.
22.2		forms used to assure proper out-processing for Basic Military Training Graduates (note 3)	at Air Force Mili- tary Training Center (ATC)	destroy after 3 months.
	PCS = Permanent TDY = Temporary ATC = Air Training	Change of Station Duty Command		