

**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
Mrs. M. B. Fouraker

5. TEL. EXT.
767-4495

6. CERTIFICATE OF AGENCY REPRESENTATIVE:

LEAVE BLANK	
DATE RECEIVED NC 1-A Fu-78	JOB NO. 31
APR 14 1978	
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.	
4-21-78 (Date)	<i>James B. [Signature]</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 3 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified.

4 APR 1978

Herbert G. Geiger
(Signature of Agency Representative)

HERBERT G. GEIGER, CMW
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
	<p align="center">INDIVIDUAL MILITARY PERSONNEL RECORDS</p> <p align="center">(TABLE 35-1)</p> <p align="center">(Applicable Air Force-Wide)</p> <p>The attached change to AFM 12-50, table 35-1, proposes to amend rule 2, columns B, C and D, to agree with AFR 35-44, Chapter 5, as amended, and requirements of the Privacy Act of 1974.</p> <p>Rule 3 will be deleted since these records are no longer authorized to be maintained in general correspondence files. It will also establish disposition criteria for documentation created under provisions of AFR 35-11, USAF Physical Fitness and Weight Control Program, in rule 13.</p> <p>The recommended disposition criteria is deemed adequate for Air Force requirements. (Submission of this proposal to GAO is not necessary.)</p>	<p>NN 170-33</p>	

115-106

Sent to agency 4/20/78

7 items

INDIVIDUAL MILITARY PERSONNEL RECORDS

R U L E	A	B	C	D
	If documents are or pertain to	consisting of	which are	then
2	informational personnel records	*documents pertaining to individuals, such as newcomer briefing letters, assignment and sponsorship correspondence, local clearance actions; credit information, favorable and unfavorable communications deemed inappropriate for inclusion in unfavorable information files, counseling records, additional duty information, and off-duty employment	*case filed by names of individuals and maintained by unit commanders and supervisors	*destroy when superseded, when purpose has been served, or on reassignment, separation, or inactivation, whichever is sooner (see notes).
*	(RESERVED)			
13	physical fitness and weight control case files.	counseling records, correspondence, summaries, administrative actions, etc.	required by AFR 35-11	destroy 1 year after removal from the program (note 3).
	<p>NOTES: 1. If otherwise releasable, documents eligible for destruction may be given to individual concerned, in lieu of destruction.</p> <p>2. At the discretion of the MAJCOM, informational personnel records may be transferred to gaining CBPO for intracommand reassignments.</p>			

* 3. When an overweight individual is reassigned to another unit, his or her case file is sent to the commander of the gaining unit. When reassigned on a Permanent Change of Station, forward to the CBPO (DPMUO) for transfer with the Unit Personnel Record Group. Forward to the CBPO (DPMQS) on separation where it is given to the member at time of final out processing. Exception: When a new AF Form 379, "Physical Fitness and Weight Control Summary," is prepared, retain the previous form until it is no longer needed for reference, then it may be given to individual concerned.

CBPO = Central Base Personnel Office