

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

Rec'd 7/27/79

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

LEAVE BLANK	
JOB NO NCI-AFU-79-39	
DATE RECEIVED 27 JUL 1979	
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10	
8-8-79 Date	<i>James E. O'Leary</i> Archivist of the United States

1. FROM (AGENCY OR ESTABLISHMENT)

DEPARTMENT OF THE AIR FORCE

2. MAJOR SUBDIVISION

1947 Administrative Support Group (Hq USAF)

3. MINOR SUBDIVISION

Information Management & Resources Division

4. NAME OF PERSON WITH WHOM TO CONFER

Preston B. Speed

5. TEL EXT

694-3495

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.

A Request for immediate disposal.

B Request for disposal after a specified period of time or request for permanent retention.

C. DATE 25 JUL 1979	D. SIGNATURE OF AGENCY REPRESENTATIVE <i>James E. Dagwell</i>	E. TITLE JAMES E. DAGWELL, Chief Documentation Management Br
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7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	<p>DISCHARGE AND SEPARATION RECORDS (Table 35-9) (Applicable Air Force-wide)</p> <p>The purpose of this submission is to revise disposal authorities for separation and discharge records. These records document administrative processes in the release of personnel from military service.</p> <p>The documents have short-term administrative value in support of personnel functions.</p>	<p>NN 170-33</p>	

cc: NAM 8/13/79
cc: To Agency: 8/13/79: *(K.P.D.)*

5 Times

DISCHARGE AND SEPARATION RECORDS (Note 1)

R U L E	A	B	C	D
	If documents are or pertain to	consisting of	which are	then
1	administrative discharge or separation from service for cause	board proceedings, board waivers, recommendations, and other documents	approved actions resulting in discharge	see rule 6 and Note 1.
2			actions not resulting in discharge (Note 2)	destroy after 1 year, or on reassignment of member, whichever is sooner (Note 3).
3	requests for discharge	applications and other documents related to release from active duty, discharge, or separation by reason of dependency, hardship, or for the convenience of the Government	approved actions resulting in discharge	see rule 6 and Note 1.
4			disapproved actions	return to individual on completion of disapproval action.
5	report of transfer or discharge	forms and related documents	at recruiting units	destroy 3 months after separation of individual.
6	separation preparation	correspondence, special orders, checklists, discharge worksheet forms, check control forms, records transmittal/request forms, serviceman's statement concerning application for compensation from the Veterans Administration, approved administrative discharge case files, approved requests for discharge, and other documents	relocation preparation project folders used to consolidate separation processing documents	
7	RESERVED			
8				