

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

6/23/80 ✓
LEAVE BLANK

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

JOB NO

NCI-AFU-80-37

DATE RECEIVED

June 24, 1980

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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10

1. FROM (AGENCY OR ESTABLISHMENT)

DEPARTMENT OF THE AIR FORCE

2. MAJOR SUBDIVISION

1947 Administrative Support Group (HQ USAF)

3. MINOR SUBDIVISION

Information Management and Resources Division

4. NAME OF PERSON WITH WHOM TO CONFER

Mrs. Grace T. Rowe

5. TEL EXT

694-3527

Herbert G. Geiger
Archivist of the United States

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

17 JUN 1980

D. SIGNATURE OF AGENCY REPRESENTATIVE

Herbert G. Geiger

E. TITLE

HERBERT G. GEIGER, Chief
Information Mgt and Resource Div

7. ITEM NO

1

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

SPECIALIZED PUBLICATIONS
(Table 8-1, applicable Air Force-wide)

The purpose of this submission is to establish disposition criteria for the Consolidated Base Personnel Office Letters (CBPOL). These letters are numbered specialized letters which cover a variety of unclassified subject matter that supports the military personnel system, announce new personnel policies and procedures and are used to change or take out old procedures or instructions. They are published by the Air Force Manpower and Personnel Center (AFMPC). The Consolidated Base Personnel Offices (CBPOs) and the Deputy Chief of Staff Personnel Offices (DPME) will maintain these letters active for one year after the current year, then destroy. The record set will be retained by AFMPC for 2 years after the current year, then may be destroyed.

9. SAMPLE OR JOB NO.

NN 170-33

10. ACTION TAKEN

2 items

*Copy to NNM 7/28/80 R.A.W.
Copy to agency " JE*

TABLE 9-1 (Continued)

R U L E	A	B	C	D
	If documents are or pertain to	consisting of	which are	then
12 *	Consolidated Base Personnel Office Letters (CBPOLs)	record copies of the CBPOLs	at AFMPC	retain active for 2 years after current year, then destroy.
13 *		copies of CBPOLs	used in CBPOs, MAJCOM DCS/P staffs, Satellite Personnel Activities, and GSU Personnel Offices as a policy reference file maintained in numerical sequence by control number, by calendar year	retain active for 1 year after current year, then destroy.

Abbreviations Explained:

CBPO - Consolidated Base Personnel Office
 DCS/P - Deputy Chief of Staff, Personnel
 GSU - Geographically Separated Units
 MAJCOM - Major Air Command