

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

6/23/80

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
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

LEAVE BLANK
JOB NO
NCI-AFU-80-38
DATE RECEIVED June 24, 1980
NOTIFICATION TO AGENCY
<small>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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10</small>
<i>7-9-80</i> Date <i>acting</i> <i>James P. O'Neil</i> 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 <i>Herbert G. Geiger</i>	E. TITLE HERBERT G. GEIGER, Chief Information Mgt and Resource Div
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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
1	<p align="center">CORRESPONDENCE, MESSAGE AND PROJECT FILES (Table 10-1, applicable Air Force-wide)</p> <p>The purpose of this submission is to add rules 6.2 and 6.3 to cover disposition criteria for the AIG 8106 and ALPERSCOM messages. THE AIG 8106 messages are serially controlled messages sent by the Air Force Manpower and Personnel Center and the Deputy Chief of Staff, HQ USAF to military personnel activities Air Force-wide. ALPERSCOM messages are general messages sent to all Directorate of Personnel offices at major air commands and separate operating agencies.</p> <p>These messages announce temporary/interim changes in procedures and provide instructions to assist the military personnel offices in the day-to-day management of military personnel programs, policies, precedents, and procedures as impact on the operation of their activities. The record set is required for 2 years after current year, then may be destroyed. The copies are required for 1 year after current year, then may be destroyed.</p>	NCI-AFU-78-12	<i>2 items</i>

Copy to NNM 7/14/80 (RAW), Agency,

TABLE 10-1

R U L E	A	B	C	D
	If documents are or pertain to	consisting of	which are	then
6.2	message file	copies of ALPERSCOM and AIG 8106 "B" and "W" series messages	used in CBPOs, MAJCOM, SPA, and GSU personnel offices as a policy reference file and are main- tained in numerical sequence by control number, within calendar year	retain active for year after current year, then destroy.
6.3		record set of ALPERSCOM and AIG 8106 "B" and "W" series messages	at AFMPC and HQ USAF/MPEA	retain active for 2 years after current year, then destroy
<u>Abbreviations Explained:</u>				
AIG 8106 - serially controlled message sent by AFMPC ("B" series) or Deputy Chief of Staff, Manpower and Personnel, HQ USAF ("W" series) to all military personnel activities AF-wide.				
ALPERSCOM - general message to all Directorate of Personnel Offices at major air commands and separate operating agencies.				
CBPO - Consolidated Base Personnel Office				
GSU - Geographically separated units				
MAJCOM - Major Air Command				
SPA - Satellite Personnel Activity				
AFMPC - Air Force Manpower and Personnel Center. HQ USAF/MPEA - Deputy Chief Staff, Manpower and Personnel, Executive Services.				