

**REQUEST FOR RECORDS DISPOSITION AUTHORITY**  
 (See Instructions on reverse)

6/10/81 ✓

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, 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 <b>NCI-AFU-81-59</b>	
DATE RECEIVED <b>June 10, 1981</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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10	
<b>6-29-81</b> Date	<i>[Signature]</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 <b>3 JUN 1981</b>	D. SIGNATURE OF AGENCY REPRESENTATIVE <i>Herbert G. Geiger</i>	E. TITLE <b>HERBERT G. GEIGER, Chief Information Mgt and Resource Div</b>
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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>CLASSIFICATION AND ASSIGNMENT (Table 35-4)                      Applicable Air Force-Wide</p> <p>The purpose of this submission is to add rule 33 to provide a disposition standard for the enlisted aide assignment report. This report is made to insure accountability of all enlisted aides in accordance with Congressional and Department of Defense ceiling limitations. Report is a verification record for each major command, Separate Operating Agency, and special activity allocated enlisted aides. It will be used to provide accurate data update in the advanced personnel data system. Report is submitted semi-annually. It can be destroyed when superseded, obsolete or no longer needed for reference, as applicable.</p>	NCI-AFU-80-3	

*Closed Out: 7-7-81: P.T.D.  
 Copy to Agency; NAM*

TABLE 35-4 Classification and Assignment

R U L E	A	B	C	D
	If documents are or pertain to	consisting of	which are	then
33	enlisted aide assignments	semi-annual report, RCS: HAF-MPX(Q)7401 which identifies personnel actions related to the allocation and assignment of Air Force enlisted aides		destroy when superseded, obsolete or no longer needed for reference, as applicable.