

Wallace

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

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

1. FROM (AGENCY OR ESTABLISHMENT)
DEPARTMENT OF AIR FORCE

2. MAJOR SUBDIVISION
Directorate of Administration, HQ USAF

3. MINOR SUBDIVISION
Documentation Management

4. NAME OF PERSON WITH WHOM TO CONFER
Mrs Grace T. Rowe

5. TEL. EXT.
964-3527

LEAVE BLANK	
JOB NO	NCI-AFU-82-36
DATE RECEIVED	MARCH 8, 1982
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10.	
Date	4-27-82
Archivist of the United States	<i>Robert M. Kane</i>

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 FEB 1982	D. SIGNATURE OF AGENCY REPRESENTATIVE <i>Mark H. Coon</i>	E. TITLE MARK H. COON, Maj, USAF Documentation Mgmt Directorate of Administration
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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>INDIVIDUAL MILITARY PERSONNEL RECORDS (Table 35-1) Applicable Air Force-wide</p> <p>The purpose of this submission is to add rule 13.1 to establish a retention period for AF Form 379, Individual Record of Annual Physical Fitness Test and Weight Control Program. Previously these forms were kept in the case file. Now they are kept as a separate item. They may be destroyed upon after separation or retirement of the individual. We are also clarifying column B of rule 13 to cover the AF Form 393, Individual Record and Progress Chart for Remedial Physical Fitness and Weight Control and AF Form 678, Privacy Act Statement-Special Physical Conditioning and Weight Management Program. We are adding reference to note 3 in rules 13 and 13.1 to show that operational instructions on handling the physical fitness and weight management files are covered in AFR 35-11.</p> <p><i>[Amended by R. Wive per G. Rowe, 4/23/82]</i></p> <p><i>No mass data change sheet required.</i></p>	NCI-AFU-79-8	2 items

*Closed Out: 4-29-82: K.T.D.
Copy to Agency*

TABLE 35-1 Individual Military Personnel Records

R U L E	A	B	C	D
	If documents are or pertain to	consisting of	which are	then
13	Special physical Fitness and weight management case files	*correspondence, administrative actions, summaries, counseling records, individual record and progress chart for remedial physical fitness and weight control forms and Privacy Act Statement, special physical conditioning and weight management program forms, etc.	required by AFR 35-11	*destroy 1 year after removal from program (note 3)
13.1 *		individual record of annual physical fitness test and weight control forms		destroy 1 year ^{upon} after separation or retirement (note 3)
				[Amended by R. Wire per G. Rowe, 4/23/82]

NOTE:

- * 3. Operational instructions for disposition of these documents/forms upon reassignment (PCS/PCA), expiration or conversion of forms, etc. are contained in AFR 35-11.