

Wallace

REQUEST FOR RECORDS DISPOSITION AUTHORITY  
(See Instructions on reverse)

LEAVE BLANK

JOB NO.

NCI-AFU-82-54

DATE RECEIVED

MAY 20 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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10.

9 SEP 1982

Date

*Patrick Warr*  
Archivist of the United States

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  
Documentation Management

4. NAME OF PERSON WITH WHOM TO CONFER

Mrs. Grace T. Rowe

5. TEL. EXT.

694-3527

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 3 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 MAY 1982	D. SIGNATURE OF AGENCY REPRESENTATIVE <i>James E. Dagwell</i>	E. TITLE JAMES E. DAGWELL Documentation Management Branch Information Mgmt and Resources 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>RESERVE FORCES (Table 45-1) (Applicable Air Force-wide)</p> <p>The purpose of this submission is to change the retention period in rule 4.</p> <p>The original copies of enlistment records are maintained in accordance with AFR 35-44 and become a permanent part of the master military personnel record. The copies outlined in table 45-1, rule 4 are considered office copies and the retention period should read "destroy 6 months after date of enlistment." We are adding a note 2 to rule 4. The note will read: "Note 2: Original copies of enlistment records are maintained in accordance with AFR 35-44 and become a permanent part of the master military personnel record." Present note to table 45-1 will be numbered note 1 and reference to AFM 35-44 will be changed to read AFR 35-44.</p>	NN-170-33	1 Item

No mass data change sheet required. Copy of job to NNM by

115-107

RAW, 9/10/82.

Closed out: 9-10-82:cm  
to Agency

STANDARD FORM 115  
Revised April, 1975  
Prescribed by General Services  
Administration  
FPMR (41 CFR) 101-11.4

45. Reserve Forces. These tables cover documentation pertaining to the AF Reserve, Air National Guard, and AFROTC only. They do not include Reserve Forces on active duty.

TABLE 45-1

RESERVE FORCES \*(see note 1)

R U L E	A	B	C	D
	If documents are or pertain to	consisting of	which are	then
1	Air Force Reserve applications	copies of application for appointment as Reserves of the AF or USAF without component, and comparable forms, correspondence and related papers	disapproved applications	destroy 1 year after disapproval.
2			approved applications pertaining to individuals with or without prior military service who have declined appointment	destroy 1 year after individual declines appointment.
3	enlistment records (Air Force Reserve)	triplicate copies of enlistment record—Armed Forces of the US or comparable forms accumulated incident to enlistment of persons in the AF Reserve	not in conjunction with an appointment to the AF or other military academy	destroy after 1 year.
4			when the enlistment was in conjunction with an appointment to the Air Force or other military academy	*destroy 6 months after date of enlistment (note 2)
5	delay and appeal requests	Reservists' requests for delay in reporting for active duty, requests for reconsideration of decisions on requests for delay, and related documents	at unit of assignment or MAJCOMs	destroy 1 year after date individual reports for active duty or 1 year after date of expiration of delay.
6	report of transfer or discharge	forms and related documents	at NGB units	destroy 3 months after date individual separates.
7	general military course (GMC) cadets	documents the detachment commander creates, including evaluation rating forms, training and disciplinary reports, and related correspondence	maintained by professors of aerospace studies and AFROTC	destroy after 3 years or when purpose has been served, whichever is sooner.

N/C

N/C

N/C

←

N/C

N/C

N/C

10-95

AFM 12-50 (G20)

TABLE 45-1 (Continued)

R U L E	A	B	C	D
	If documents are or pertain to	consisting of	which are	then
8	professional officer course (POC) cadets and financial assistance program cadets	records of AFROTC cadets commissioned as second lieutenants, including all records not required for institutional purposes; field file consisting of documents required by AFR 45-3		destroy 1 year after acceptance of commission. ( <i>Exception: AFROTC copies will be destroyed immediately after acceptance of commission.</i> )
9		records of AFROTC cadets not commissioned as second lieutenants, and which are not required for institutional purposes, which comprise the field file, cadet record, and similar records		destroy after 1 year.
10		records of disenrollment from officer candidate-type training		destroy after 3 years.

N/C

N/C

N/C

10-96

\*Note 1: Rules apply to those copies not required by other directives to be filed in the personnel records group (see AFM 35-44).

\*Note 2: The original copies of the enlistment forms are maintained in accordance with AFR 35-44 and become a permanent part of the master military personnel record.