

*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 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**

LEAVE BLANK	
JOB NO.	<b>NCI-AFU-82-60</b>
DATE RECEIVED	<b>JUNE 17, 1982</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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10.	
Date <i>Dec 9, 82</i>	Archivist of the United States <i>Peter DeWax</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 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 <b>9 JUN 1982</b>	D. SIGNATURE OF AGENCY REPRESENTATIVE <i>James E. Dagwell</i>	E. TITLE <b>JAMES E. DAGWELL Documentation Management Branch Information Mgmt and Resources 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><b>PERFORMANCE REPORTING AND QUALITY CONTROL (Table 35-5) (Applicable Air Force-wide)</b></p> <p>The purpose of this submission is to add rules 11.1, 12.1, 14.1 and 14.2. Rule 11.1 covers the Personnel Reliability Program (PRP) decertification actions background information at major commands. These records are utilized in the management of the PRP programs at command level. The records may be destroyed after 1 year. Rule 12.1 covers suspension logs. Suspensions are sometimes the only action taken, when it appears that permanent decertification is not necessary. The log is a list of suspensions, including reasons and time of period involved and may be destroyed after 1 year.</p> <p>Rule 14.1 covers PRP certificates used in the PRP qualification and screening process and are kept at unit of assignment. The unit files are not mandatory, but most units do maintain these files on their PRP certified personnel. The files may be destroyed when the individual is no longer assigned to PRP duties.</p> <p>Rule 14.2 requires the PRP certificates on individuals assigned to another unit or base who will be assigned PRP duties will be forwarded to the gaining unit of</p>	<b>NCI-AFU-80-19 NN-173-47</b>	<b>6 items</b>

115-107  
*No mass data change sheet required. Copy of job sent to NARA by R.A.W., 12/14/82.  
Closed out: 12-15-82:CM  
COPY TO Agency*

**Request for Records Disposition Authority—Continuation**

JOB NO.

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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
	<p>assignment. At the new unit of assignment, rule 15 will apply.</p> <p>Disposition of rule 11 is also changed to destroy upon completion of review or after 1 year, whichever is later. Disposition of rule 12 is changed to destroy when individual's final status is reported. These changes will better serve the administrative needs of the Air Force.</p>		

TABLE 35-5 PERFORMANCE REPORTING & QUALITY CONTROL (NOTE 1)

R U L E	A  If documents are or pertain to	B  consisting of	C  which are	D  then
11	*Personnel Reliability Program (PRP) decertification actions	Documents relating to AFR 35-99 decertification/reinstatements of officer and airman	forwarded to AFMPC/MPCRPP2	*destroy upon completion of review or after 1 year whichever is later.
11.1 *			used for background at MAJCOM	destroy after 1 year.
12			at CBPO	destroy when the individual's final status is reported.
12.1 *		Suspension logs		destroy after 1 year.
14.1 *	PRP certificates	forms used in the PRP qualification and screening process	at unit of assignment	destroy when individual is no longer assigned to PRP duties.
14.2 *			for individuals re-assigned to another unit on the same base who will be assigned to PRP duties at the new unit	forward to the gaining unit of assignment