

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	NCL-AFU-83-14
DATE RECEIVED	10-13-82
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10.	
10-18-82 <i>Date</i>	<i>James E. Dagwell</i> <i>Archivist of the United States</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 8 OCT 1982	D. SIGNATURE OF AGENCY REPRESENTATIVE <i>James E. Dagwell</i>	E. TITLE JAMES E. DAGWELL Chief, Documentation Management 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>REENLISTMENT & RETENTION DOCUMENTATION (Table 35-2) (Applicable Air Force-wide)</p> <p>The purpose of this submission is to change retention period in rule 2 from 2 years after date of board minutes to destroy after 1 year. The board is no longer used. There is no requirement for maintaining the selection rosters for 2 years. One year will serve the administrative needs for the records.</p> <p>Table 35-2 has been revised, including the table title to better reflect the documentation controlled by this table. Some of the rules were outdated and no longer apply. The only retention changes were in rule 2, and a minor revision in column D, rule 5. The 1 year retention in rule 5 will adequately serve the needs of the retention offices.</p> <p><i>Mass data change sheet not required.</i></p>	NCL-AFU-75-10 NN-193-216	8 items

*Closed out: 10/27/82: cm
Copy to Agency*

TABLE 35-2

REENLISTMENT & RETENTION DOCUMENTATION (note)

R U L E	A	B	C	D
	If documents are or pertain to	consisting of	which are	then
1	career information and counseling	forms maintained and monitored under AFR 35-16	at the unit of assignment	forward to CBPO upon PCS; to gaining activity upon permanent change of assignment (PCA) without permanent change of station (PCS); or give to individual upon separation or discharge or when airman enters third enlistment. For US Air Force Reserve personnel, destroy when requirement for counseling expires.
2	selective reenlistment and retention	* selection documents, including annotated eligibility rosters	* created in selecting or nonselecting FTA airmen for career status and the selective retention of airmen with 20 or more years service	* destroy after 1 year
3		duplicates of documents, the originals of which are in the field record group		destroy 6 months after final action
4	* (RESERVED)			
5	selective reenlistment bonus (SRB)	* documents pertaining to lump sum or advanced payment of SRB	* at MAJCOM retention office or at the base career advisor's office	* destroy after 1 year

TABLE 35-2 (Continued)				
R U L E	A	B	C	D
	If documents are or pertain to	consisting of	which are	then
6	* special retention initiatives or suggestions	* documents pertaining to identification of such factors and actions taken for adoption or disapproval	at unit or CBPO	destroy after 1 year
7	*(RESERVED)			
8	*reenlistment/retention statistics	tabulations, summaries or feeder reports which are needed for record purposes	at the preparing, or monitoring or requiring activities	destroy after ² years [Amended by R. Wire per G. Rowe, 10/14/82]
9	*(RESERVED)			
10	reports, controlled and uncontrolled	* retention assistance evaluation checklists, reports required by major commands	* as a result of individual AF or command directed reenlistment and retention program	destroy after 1 year
11	* Reenlistment and Retention Program	documentation required by AFR 35-16 which is not covered elsewhere in this manual		

Note: Rules apply to those copies not required by current directives to be filed in individual record groups (see table 35-1).