

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

LEAVE BLANK	
JOB NO NCI-AFU-83-29	
DATE RECEIVED 11/10/82	
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the disposal request including amendments is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10	
1-10-83 Date	<i>[Signature]</i> 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
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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 2 NOV 1982	D SIGNATURE OF AGENCY REPRESENTATIVE <i>[Signature: James E. Dagwell]</i>	E 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>INDIVIDUAL MILITARY PERSONNEL RECORDS (Table 35-1) (Applicable Air Force-wide)</p> <p>The purpose of this submission is to schedule the Air Force morning reports, 1947-1966 and indexes. Although these are discontinued records, they will be included in AFM 12-50, table 35-1 as rule 19. We want them recognized and accounted for as Air Force records.</p> <p>During the years 1947-1966, morning reports were prepared daily by Air Force units. They constituted the Air Force's official, basic personnel accounting documents, containing information on any gains, losses, or changes in status of personnel assigned to a unit. The morning reports for the period 1947-59 are on microfilm, the hard-copy having been destroyed, while those for 1959-66 are on paper. The reports are now located at the National Personnel Records Center (Military) in St. Louis, Missouri, where they are used by the Center's staff in documenting military service.</p> <p>Morning reports are clearly an important personnel record and obviously possess long-term administrative value. With this in mind, this disposition request provides for the disposal of these records, which are now unscheduled,</p>	AFM 181-5, Section 2 of Chapter 17 (July 1963)	<i>[Signature]</i>

Mass Data Change Required Copy to agency 1-27-83

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
19 *	Air Force morning reports and indexes	morning reports containing information on gains, losses, or changes in status of personnel assigned to a unit, 1947-1966 and indexes	located at the National Personnel Records Center (Military), St Louis, Missouri	dispose of in January 2042, if no longer required in documenting military service (note 5)
<p>*Note 5: This is a discontinued documentation series consisting of approximately 6,500 cubic feet of records. The morning reports for the period of 1947-1959 are on microfilm, while those for 1959-1966 are on paper. They can be disposed of 75 years after date of latest report, i.e., 2042, assuming that their use in documenting military service has ceased.</p>				

MASS DATA CHANGE WORKSHEET					TYPE OF SCHEDULE		
DATE DISPOSAL AUTHORITY FILE WAS UPDATED		DATE CENTERS MAY BEGIN INPUTTING MASS DATA CHANGES		INPUT CODE	INPUT CODE (If available)	PRINTOUT CODE	
1-17-83		1-24-83		<input type="checkbox"/> NOT AVAILABLE	342φ	12-5φ	
APPLIES TO RG(S)	OLD AUTHORITY	NEW AUTHORITY	OLD RETENTION PERIOD	NEW RETENTION PERIOD	NET DIFFERENCE IN NO. OF YEARS (+ or -)	MASS CHANGE	MANUAL CHANGE
342	AFM181/5/170210A	AFM 12-50/35/1/19	"U"	Dispose of in Jan. 2042, if no longer required in documenting military service.	N.A.		✓
							