

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
NC1-AFU-83-45

DATE RECEIVED
12/20/82

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disposal request including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10

12-29-82 *[Signature]*
Date Archivist of the United States

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
8 DEC 1982

D SIGNATURE OF AGENCY REPRESENTATIVE
[Signature]

E **JAMES E. DAGWELL**
Chief, Documentation Management
Directorate of Administration

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>Rule 2 has been reorganized to provide more latitude for supervisors to maintain in one folder, copies of documents the commanders/supervisors deem pertinent for the effective management of assigned military personnel. The file may be destroyed when individual is reassigned, discharged, or retired, or upon unit deactivation.</p> <p>Rule 3 is deleted since the new rule 2 will include the Reserve personnel mobilization augmentee. Change 1 to AFR 35-44 will change the title of Chapter 4 to "Commanders/Supervisors Assigned Personnel Information File" and paragraph 4-2 will include examples of Reserve forces documentation.</p> <p>Request favorable consideration of the recommended changes to rule 2.</p> <p><i>No mass data change sheet required.</i></p>	<p><i>NC1-AFU-82-22</i> <i>NC1-AFU-78-31</i></p>	<p><i>1 item</i></p>

Copy to agency, 1-27-83, b2.

#64

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
2	*Personnel Information File	*extra copies of documents covered elsewhere in this regulation or other documents necessary to manage the member at the unit/supervisor level	*maintained by the commanders and supervisors in the Command/Supervisor Assigned Personnel Information File	*destroy when individual is re-assigned, discharged, or retired, or upon unit deactivation (notes 1 and 2).