

Wallace

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

| | |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------|
| LEAVE BLANK | |
| JOB NO | NCI-AFU-83-97 |
| DATE RECEIVED | 6/9/83 |
| 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the disposal request, including amendments is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10 | |
| 30 AUG 1983 | <i>[Signature]</i> Archivist of the United States |
| Date | |

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 3 JUN 1983 | D SIGNATURE OF AGENCY REPRESENTATIVE <i>Grace T. Rowe</i> | E TITLE Grace T. Rowe 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 | INDIVIDUAL MILITARY PERSONNEL RECORD (Table 35-1) (Applicable Air Force-wide) The purpose of this submission is to update rules 13 and 13.1. Columns A and B in rule 13 have been updated to reflect the latest terminology. Column D is changed to destroy 1 year after removal from the programs or 90 days after separation or upon retirement, whichever is sooner. The 90 days after separation is required to track the member's record in the referenced programs. If the individual is separated then returns to active duty within the 90 day period, the information is required for the record. The information is not required for retired members, therefore the records may be destroyed when the members retires. The 1 year period after removal from the programs is needed for information and tracking purposes for active duty personnel. | NC-AFU-82-36 | |
| 2 | Rule 13.1, columns A and B are updated to include the latest terminology. The forms (cards) must be retained when reaccomplished to provide a history of the individual's physical fitness and weight evaluation record while in the Service. The cards are not reaccomplished often. A member with 20 years service may have only 5 cards. The information on these programs was formerly | | |

2 items

115-107 No mass data change sheet required. Copy of job sent to agency by RAW, 9-1-83.

Request for Records Disposition Authority - Continuation

JOB NO.

PAGE OF

2 3

| 7. ITEM NO. | 8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods) | 9. SAMPLE OR JOB NO. | 10. ACTION TAKEN |
|----------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------|---------------------|
| | <p>entered on the DD Form 214, Certificate of Release or Discharge from Active Duty and Narrative Reason for Separation. That entry has now been deleted. The only record of the individual's participation is on the AF Form 379. If the individual is separated and returns to duty within a 90 day period, the information on the AF Form 379 is needed, therefore, the 90 day retention period after separation is required. If the individual returns to duty after 90 days another duty entry procedure applies and the information on the cards is not required. The cards are also not required for tracking on retirees. The forms therefore may be destroyed upon retirement of the member. The disposition then reads "maintain with reaccomplished form; destroy 90 days after separation or upon retirement, whichever is sooner."</p> | | |

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 |
| 13 | *weight management program or fitness improvement training (FIT) program case files | *correspondence, administrative actions, summaries, counseling records; AF Fm 393, Individual Record for weight management and fitness improvement training (FIT) programs, AF Fm 1975 (personal fitness progress chart), individual notification correspondence and other related documents | required by AFR 35-11 | *destroy 1 year after removal from program(s) or 90 days after separation or upon retirement, whichever is sooner (see note 3). |
| 13.1 * | individual physical fitness and weight evaluation record (AF Fm 379) | a members physical fitness weight evaluation | | maintain with reaccomplished form; destroy 90 days after separation or upon retirement, whichever is sooner (see note 3). |

NOTE 3. Operational instructions for disposition of these documents/forms upon reassignment (PCS/PCA), expiration or conversion of forms, etc., are contained in AFR 35-11.