

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.
NCI-AFU-84-8

DATE RECEIVED
11/21/83

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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10.

SIGNATURE OF THE ARCHIVIST IS NOT REQUIRED FOR APPROVAL OF PERMANENT RETENTION OF RECORDS

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 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 09 NOV 1983	D. SIGNATURE OF AGENCY REPRESENTATIVE <i>Grace T Rowe</i>	E. TITLE GRACE T. ROWE Documentation Management Branch
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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>PROMOTION AND DEMOTION RECORDS (Table 35-8) (Applicable to Assistant for General Officer Matters, HQ USAF)</p> <p><u>Rule 1.1</u> The purpose of this submission is to schedule retention period for general officer promotion, demotion and early retirement board records consisting of board proceedings, findings and related papers. The documents are created to satisfy statutory requirements. They contain all proceedings, findings, and related documents on Air Force officers selected for promotion to Brigadier General and above. They include recommendations for promotion that go to OSD, the White House and the Congress and the approval documents. The files are unique since they are the only board records that contain information on officers selected to flag rank since the inception of the Air Force. The files date from 1948 to present. In the 40's there were 3 boards per year; in the 50's there were 7 boards per year; since 1980 there are 5 boards per year. The documents are filed chronologically by boards. None have been retired to federal records centers. There are approximately 68 cubic feet of records on hand. Annual accumulation is approximately 3 cubic feet.</p> <p><i>Copy of job to agency, NC, NNB, and NNM on 3-20-85, RADU</i></p>		<i>1 item</i>

Request for Records Disposition Authority—Continuation		JOB NO.	PAGE OF 3 2
7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	<p>The files may be offered to National Archives after 50 years. Regular officer records are destroyed after 50 years. See table 35-8, rule 1, NARS Jobs Number NC1-AFU-77-68 and NC1-AFU-80-11. We feel we need the general officers files available in the Air Force for administrative use for the same period. Since general officers are considered VIPs and there is so much public interest in their accomplishments, we believe any records on them should be retained as permanent documents. The board records are the sole source of information on the promotion of general officers in the Air Force. The master military records of general officers are retired to NPRC upon the death of the general officer. These records are offered to National Archives, 75 years after the retirement of the general officer.</p>		

