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

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 20 JAN 1984

D. SIGNATURE OF AGENCY REPRESENTATIVE Grace T. Rowe

E. TITLE Documentation Management Branch

<table>
<thead>
<tr>
<th>ITEM NO</th>
<th>DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)</th>
</tr>
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<tbody>
<tr>
<td>1</td>
<td>INDIVIDUAL MILITARY PERSONNEL RECORDS (Table 35-1) (Applicable at AFMPC and ARPC)</td>
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The purpose of this submission is to add a rule 7.1 to cover internal written memoranda generated by members, presidents, and recorders of the Officer/Airman Personnel Review Boards at the air force Manpower Personnel Center (AFMPC) and the Air Reserve Personnel Center (ARPC) which serve as a communications medium in the proceedings of the boards. The memoranda are used by board presidents in evaluating each appeal application prior to rendering a decision. Once a decision is made and recorded by the board presidents, the memoranda cease to be useful and can be destroyed. Disposition should read: "destroy on completion of Review Board actions."

No microdata change sheet required. Copy of job sent to agency and to NNM by RAW on 2-29-84.
<table>
<thead>
<tr>
<th>RULE</th>
<th>A</th>
<th>B</th>
<th>C</th>
<th>D</th>
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<tbody>
<tr>
<td>7.1</td>
<td>*</td>
<td>correction of military records of officers and airmen</td>
<td>working papers, memoranda, or other internal written commentary generated by board members, board presidents or board records</td>
<td>accumulated by the Review Board at AFMPC and ARPC under AFR 31-11</td>
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