

NIR's copy

REQUEST FOR RECORDS DISPOSITION AUTHORITY <i>(See Instructions on reverse)</i>		LEAVE BLANK	
TO GENERAL SERVICES ADMINISTRATION NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408		JOB NO NCI-AFU-85-7	DATE RECEIVED 12-7-84
1 FROM <i>(Agency or establishment)</i> DEPARTMENT OF THE AIR FORCE		NOTIFICATION TO AGENCY	
2 MAJOR SUBDIVISION Directorate of Administration, HQ USAF		In accordance with the provisions of 44 U.S.C. 3303a the disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10. If no records are proposed for disposal, the signature of the Archivist is not required.	
3 MINOR SUBDIVISION Records Mgt Branch			
4 NAME OF PERSON WITH WHOM TO CONFER Mrs Grace T. Rowe	5 TELEPHONE EXT. 694-3527	DATE Dec 19, 84	ARCHIVIST OF THE UNITED STATES John W. King
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, and that written concurrence from the General Accounting Office, if required under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies, is attached

A GAO concurrence is attached, or is unnecessary

B DATE 05 DEC 1984	C SIGNATURE OF AGENCY REPRESENTATIVE <i>Grace T Rowe</i>	D TITLE GRACE T. ROWE Records Mgt Branch
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7 ITEM NO	8 DESCRIPTION OF ITEM <i>(With Inclusive Dates or Retention Periods)</i>	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN <i>(NARS USE ONLY)</i>
	USAF RECRUITING SERVICE RECORDS (Table 33-1) (Applicable Air Force-wide)		
	The purpose of this submission is to request change of retention period for rule 7 and to add 4 new rules 17-20.	NCI-AFU-83-30	
1	Retention of residual case files in rule 7 is reduced from 1 year to 2 months. According to Military Enlistment Processing Station (MEPS), insufficient storage space at MEPS would necessitate shipment to the squadrons after 2 months. Postage and storage costs for these duplicate copies cannot be justified; any questions concerning recruiter promises, police records, etc based on an individual's performance/complaints should arise in this 2-month time frame.		
2	Rules 17 and 18 cover market surveys and rules 19 and 20 commissioning case files. They are self explanatory. We inadvertently omitted these rules from table 33-1 at its inception.		
3	Another action that ties in with table 33-1 is table 35-6. We are deleting rules 9, 13, 14 and 16. Rule 13 is covered by table 33-1, rule 11. Table 35-6, rules 9, 13, 14 and 16 are no longer required by MEPS.		
<i>No mass data change sheet required. Copy of job sent to agency and NAM by RAW on 12-27-84</i>			<i>5 items</i>

TABLE 33-1

USAF RECRUITING SERVICE RECORDS

R U L E	A	B	C	D
	If documents are or pertain to	consisting of	which are	then
Item 1 7*	enlistment case files	forms and related documentation used to process and enlist individuals into the military service (see note 1)	at AF Liaison (MEPS) Offices	*distribute case file forms per AFR 33-3 and Military Enlistment Processing Command (MEPCOM) directives. Destroy remaining forms 2 months after the end of the month in which applicant enlisted (see note 2).
Item 2 17*	market surveys	a record of unemployment rates, reserve components, cultural and ethnic makeup of the market area, and high school Armed Services Vocational Aptitude Battery data	at recruiting offices	destroy 1 year after end of FY.
Item 3 18*			at flight and squadron operation offices	destroy 2 years after end of FY.
Item 4 19*	commissioning case files	applications awaiting board action	at scientific and engineering/medical/nurse program manager office and USAFRS	destroy 12 months after the end of the month of entry into active duty (EAD).
Item 5 20*		applications awaiting resubmission for those who have been nonselected, have declined a commission, or have been medically disqualified		destroy 12 months after the end of the month of EAD or in which final action is completed.