

**REQUEST FOR AUTHORITY  
TO DISPOSE OF RECORDS**

*(See Instructions on Reverse)*

**TO GENERAL SERVICES ADMINISTRATION,  
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, D.C. 20408**

1 FROM (AGENCY OR ESTABLISHMENT)

DEPARTMENT OF THE AIR FORCE, HQ USAF

2 MAJOR SUBDIVISION

DIRECTORATE OF ADMINISTRATION

3 MINOR SUBDIVISION

DOCUMENTATION SYSTEMS DIVISION

4 NAME OF PERSON WITH WHOM TO CONFER

5 TEL EXT

Miss Mary L. Bishop

11-29211

6 CERTIFICATE OF AGENCY REPRESENTATIVE

LEAVE BLANK	
DATE RECEIVED <b>22 AUG 1973</b>	JOB NO <b>174-42</b>
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 "with-drawn" in column 10	
<u>9-19-73</u> Date	<u>James B. Rhoads</u> Archivist of the United States

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

**21 AUG 1973**

*Ellis F. Villiard*

**ELLIS F. VILLIARD**  
Documentation Systems Division  
Directorate of Administration

(Date)

(Signature of Agency Representative)

(Title)

7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
1	<p align="center"><b>MASTER MILITARY PERSONNEL RECORD GROUP</b></p> <p align="center">(Applicable to Air Force Military Personnel Center)</p> <p>NOTE: A copy of this request is being sent simultaneously to GAO and VA for approval and to HQ DA (DAAG-ASR), OPNAV 09B16, and ARPC/DPF for information.</p> <p>Development of the Air Force Military Personnel Center (AFMPC) Microform System for Military Personnel Records has reached the stage where it is appropriate to seek authority for destruction of source documents per FPMR 101-11.5. Maintenance and disposition of subject records are governed by Air Force Manual 35-14 (Military Personnel Records System). This request does not immediately involve any change to those procedures. However, it is recognized that, by separate action, AFMPC and the National Personnel Records Center (MPR) must devise new methods for handling late entries to a retired file. These may require that AFMPC retain the file of a separated member for a longer period than at present. It is possible that NPRC(MPR) may wish to accept the closed microform record and maintain further information received in a related</p>		

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	<p>paper file. such negotiations do not affect the basic request to convert the master Air Force Military Personnel Records maintained at AFMPC to microfiche and destroy the replaced paper documents.</p> <p>Another question arises concerning efforts to achieve microform standardization. The AFMPC Microform System has been designed and developed at 21X in order to permit automatic retrieval and video display of selected information. The nature of existing records precluded a higher reduction ratio. It is the Air Force position that other services should design any microform system for their military personnel records along the same lines so that 21X could be adopted as the standard for all military personnel records. This has been proposed to the DOD Microform Equipment Standardization Task Group and is awaiting action. Whether or not the proposal is adopted does not affect subject request. Records produced within several diameters of the Air Force's 21X (most likely 24X) can be viewed on the same equipment. Thus, there would be no necessity for agencies requiring information from military personnel records of the several services to procure different Readers or Reader-Printers for information retrieval. The active nature of military personnel records at AFMPC precludes complete compliance with FPMR 101-11.5, but the microform system has been designed and will be operated to fulfill requirements for retention as long as necessary. Information provided to explain the system included irrelevant material which was not duplicated to serve as background to this request. The total package is so voluminous that only a single copy can be provided each addressee. Further duplication to meet internal requirements should not be extended to the sample personnel record. Attachments consist of the following:</p> <p>a Attachment 1 is the AFMPC/DPMDM Request for Records Disposition Authority, 14 Jun 73, with four attachments.</p> <p>b. Attachment 2 is a copy of FPMR 101-11.5 to use in conjunction with Attachment 1 to our Attachment 1.</p>		

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	<p>c. Attachment 3 is a copy of AFR 12-40 to use in conjunction with Attachment 2 to our Attachment 1.</p> <p>d. Attachment 4 provides relevant portions of a draft manual describing the microform system, including identification of documents which could be in a particular record with reference to the applicable microfiche group.</p> <p>e. Attachment 5 is a diazo copy of an actual officer record, provided with the individual's permission but which must be accorded suitable protection to preclude <sup>with</sup> authorized disclosure of personal information. <sub>RB</sub></p>		