

**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  
Miss Mary L. Bishop

5 TEL EXT  
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*  
(Signature of Agency Representative)

**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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7 ITEM NO	8 DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
	<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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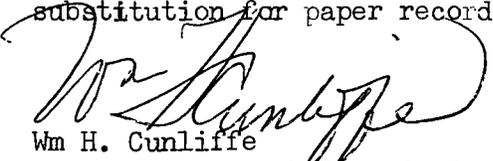
7 ITEM NO	8 DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
	<p>c. Attachment 3 is a copy of AFR 12-40 to use in conjunction with Attachment 2 to our Attachment 1.</p> <p>d. Attachment 4 provides relevant portions of a draft manual describing the microform 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>		

MEMO FOR RECORD: ms

This job is a request for authority to substitute microform (microfiche) for both permanent and some nonpermanent records. Concurrences are being sought simultaneously from the other military agencies and the GAO.

1. The basic request to convert the Air Force Military Personnel File to microfiche appears to meet the federal standards set down in the Code of Federal Regulations (Title 41, Part 101-11.5). Some discrepancies occur where the regulations describing microfilm do not apply to the microfiche form. None of the exceptions appear to affect the standards required to obtain a suitable copy for permanent retention.
2. In addition, the request suggests that the conversion from paper to microfiche will cause some delay in the disposal of portions of the personnel file. Such delays strike me as minor and do not present any long range problems to NARS.
3. No discussion is presented as to what records will be filmed and what records will be destroyed without filming. I presume that disposal authority of particular parts of the Air Force Military Personnel File has already been obtained.

I recommend that disposal authority be granted on the basis that the Agency clearly meets the federal standards for the microform substitution for paper records.

  
Wm H. Cunliffe  
Office of Federal Records Centers

## AFMPC MICROFORM SYSTEM CHARACTERISTICS

### 1. Present System:

a. The documents involved are the individual Military Personnel Records (paper documents); specifically, the Master Personnel Record group described in Table 35-1, Rule 1A, B, and C, and Table 45-1, Rule 5C (Reserve Forces), AFM 12-50. The various elements of the records are currently maintained as follows:

(1) Active duty officers' records are contained in individual records jackets with labels showing last name, first name, middle initial, and SSAN, filed in alphabetical sequence. The records are retained by the Air Force at Randolph AFB for the individual's tenure of active duty. At termination of active duty, the officers' records, with the exception of those for General officers and officers on the TDRL, are transferred to the National Personnel Records Center (NPRC), St. Louis, Missouri, or the Air Reserve Personnel Center (ARPC), Denver, Colorado, as prescribed by AFM 35-14.

(2) Active duty airmen records are contained in individual records jackets with labels showing last name, first name, middle initial, and SSAN, filed in terminal digit sequence. The records are retained by the Air Force at Randolph AFB for the individual's tenure of active duty. At termination of active duty, the airmen records, with the exception of those for airmen on the TDRL, are transferred to NPRC, ARPC, or State Air National Guard as prescribed by AFM 35-14.

(3) Reserve officers, Reserve airmen and Air National Guard officers' records are contained in individual records jackets with labels showing last name, first name, middle initial and SSAN. All grades are interfiled in terminal digit sequence. The records are retained by the Air Force at ARPC for the individual's tenure of Reserve status. Upon termination of Reserve status or recall to active duty the records are transferred to NPRC or Air Force Military Personnel Center (AFMPC), Randolph Air Force Base, Texas, respectively, as prescribed by AFM 35-14.

(4) Air National Guard airmen records are retained by the Air Adjutants General (AAG) of the 50 states, Military District of Washington and Puerto Rico. A change of airmen status or location can result in transfer of the records to NPRC, ARPC, AFMPC or another state AAG as prescribed by AFM 35-14.