

REQUEST FOR RECORDS DisPOSITION AUTHORITY <i>(See Instructions on reverse)</i>		AVE BLANK (NARA use only)	
TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		JOB NUMBER <i>N1-AF2-00-1</i>	
1. FROM (Agency or establishment) U.S. AIR FORCE		DATE RECEIVED <i>11.25.99</i>	
2. MAJOR SUBDIVISION		NOTIFICATION TO AGENCY In accordance with the provisions of 44 U.S.C. 3303a the disposition request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	
3. MINOR SUBDIVISION			
4. NAME OF PERSON WITH WHOM TO CONFER GENE B. SULLIVAN	5. TELEPHONE (703) 588-6192	DATE	ARCHIVIST OF THE UNITED STATES WITHDRAWN

6. AGENCY CERTIFICATION
I hereby certify that I am authorized to act for this agency in matters pertaining to the disposition of its records and that the records proposed for disposal on the attached 1 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, under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies,

is not required; is attached; or has been requested.

DATE 30 Aug 1999	SIGNATURE OF AGENCY REPRESENTATIVE CHERYLE D. GUMAER <i>Cheryl D. Gumaer</i>	TITLE Air Force Records Officer
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7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
1.	<p>This proposed disposition implements standard retention and disposition for Officer Promotion Recommendation Forms (PRFs) (AF Forms 78 and 709). PRFs are removed from the officer selection record following completion of the central selection board at both HQ AFPC and ARPC, imaged into the master personnel record group (new term is official military personnel file), and retired as part of that record (Table 36-12, R1).</p> <p>We added a rule specifically for the PRF to distinguish it from the records covered under rules 1 and 1.01 of this table. Those pertain to the Board itself, not specifically to the PRFs. Due to the previous attention to PRFs, we determined it would be better to place them under an individual schedule.</p> <p>Attached is the proposed addition to our records disposition schedule.</p> <p style="font-size: 1.2em;"><i>PA Sup # F036 AF PCA</i></p>	N/A	<p style="font-size: 1.5em; transform: rotate(-45deg);"><i>JOB WITHDRAWN 3-29-00 Agnew</i></p>

TABLE 36-19		PROMOTION AND DEMOTION RECORDS (SEE NOTE 1)		
	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
1.02 ****	Promotion Recommendation	AF Form 78, AF General Officer Promotion Recommendation, or AF Form 709, Promotion Recommendation Form (PRF), defined as "regular PRFs" in AFI 36-2406	Part of the Officer Selection Record at HQs AFPC and ARPC incorporated into the Official Military Personnel Folder (or Master Personnel Record Group)	Retire under Table 36-12, R1 WITHDRAWN

TABLE 36-19
PROMOTION AND DEMOTION RECORDS (SEE NOTE 1)

	A	B	C	D
R U L E	If the records are or pertain to	Consisting of	which are	Then
*1.02	Promotion Recommendation	AF Form 78, AF General Officer Promotion Recommendation, or AF Form 709, Promotion Recommendation Form (PRF), defined as "regular PRFs" in AFI 36-2406	Part of the Officer Selection Record at HQs AFPC and ARPC incorporated into the Official Military Personnel Folder (or Master Personnel Record Group)	Retire under Table 36-12, R1
*1.03		Electronic input records (word processing, form filler software)		Delete when record copy is printed and filed.

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TABLE 36-12

(ex T 35-1)

INDIVIDUAL MILITARY PERSONNEL RECORDS

	A	B	C	D
R U I E	If the records are or pertain to	consisting of	which are	then
1	Master Personnel Record Group	records which comprise the history of an individual's military service required by AFI 36-2608 to be filed in the Master Personnel Record Group	at HQ AFMPC and HQ ARPC	manage according to AFI 36-2608 and retire to NPRC after HQ AFMPC and HQ ARPC complete all personnel actions (e.g., discharge, retirement, dismissal, pay at age 60) pertaining to the individual (See Note 4). AUTH: NC1-AFU-80-29
1.01	Command Record Group or Field Record Group	records which comprise the history of an individual's military service required by AFI 36-2608 to be filed in the Command Record Group and/or the Field Record Group		dispose of per AFI 36-2608. AUTH: N1-AFU-90-3
1.02	Air Force Discharge Review Board (final action)	case files of hearing proceedings of applicants	SAF/MIC	transfer to NPRC (MPR) after HQ AFMPC and HQ ARPC complete all personnel actions pertaining to the individual. Destroy after 75 years. Also retire cassette tapes of hearing to WNRC on an annual basis, or when volume permits, whichever is sooner. Destroy after 75 years (See Note 7). AUTH: N1-AFU-90-15
2	personnel information file	extra copies of records covered elsewhere in this regulation or other records necessary to manage the member at the unit/supervisor level which are kept by the commanders and supervisors in the Command/Supervisor Assigned Personnel Information File		retain in office file until superseded, no longer needed, separation, or reassignment of individual on PCA or PCS (See Note 8). AUTH: N1-AFU-90-3
3	Air Force Personnel Selection Panel (PSP) records	career briefs, selected and non-selected packages and related records which pertain to Air Force Special Activities Center (AFSAC)	at HQ AFSAC/INXC	destroy when no longer needed or when member leaves AFSAC. AUTH: N1-AFU-90-3