

REQUEST FOR RECORDS DISPOSITION AUTHORITY

(See Instructions on reverse)

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NWML

FILE NO

NI-AFW-89-1

TO GENERAL SERVICES ADMINISTRATION
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408

DATE RECEIVED

11/28/88

1 FROM (Agency or establishment)

DEPARTMENT OF THE AIR FORCE

NOTIFICATION TO AGENCY

2 MAJOR SUBDIVISION

Directorate of Information Management and Administration

In accordance with the provisions of 44 USC 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disposal request, including amendments is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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 Management Policy Section

4 NAME OF PERSON WITH WHOM TO CONFER

Grace T. Rowe

5 TELEPHONE EXT.

694-3494

DATE

2/14/89

ARCHIVIST OF THE UNITED STATES



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

23 Nov 88

C SIGNATURE OF AGENCY REPRESENTATIVE

Grace T Rowe

D TITLE GRACE T. ROWE

Chief, Records Management Policy Section
Directorate Information Mgt & Administration

7 ITEM NO	B DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 GRS OF SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARS USE ONLY)
1	<p>Individual Military Personnel Records (Table 35-1) (Applicable Air Force-wide)</p> <p>The purpose of this submission is to change the disposition of rule 13 to "destroy after completion of probation period, or after separation or retirement, whichever is sooner."</p>	<p>NI- AFU- 82-36</p>	
2	<p>This submission also changes disposition of rule rule 13.1 to "destroy when a new form is required, after separation, or upon retirement, whichever is later." We record the last two weight and fitness evaluations, the most recent revalidation of weight standard adjustment and medical deferred data, if applicable, on the new form. We prepare the forms each time the current form fills up.</p> <p>The proposed dispositions will adequately satisfy our needs.</p>		

Copy sent to agency 2/17/89

TABLE 35-1 CONTINUED

R U L E	A	B	C	D
	If the records are or pertain to	consisting of	which are	then
9	service number register files	registers logs or comparable records used to identify individuals to whom specific service numbers were assigned or to control the allotment and sub-allotment of blocks of service numbers obtained from Department of the Army, 1947-July 1969		transfer to NPRC (MPR) and destroy when no longer needed in the reconstruction of military personnel records
10	absentee/deserter case files	DD Form 553, Absentee Wanted by the Armed Forces, DD Form 616, Report of Return of Absentee Wanted by the Armed Services, and related records, concerning the member's unauthorized absence and return to military control	original records initiated at CBPOs and copies at HQ AFMPC/MPCAKE	dispose of per AFR 35-44
11			at MAJCOM OPRs	destroy 1 year after the unauthorized absence is terminated
12			at security police and other base agencies	see table 125-1
13	weight management program or fitness improvement training (FIT) program case files	correspondence, administrative actions, summaries, counseling records AF Fm 393 Individual Records for weight management and fitness improvement training (FIT) programs AF Fm 1975 (personal fitness progress chart), individual notification correspondence and other related documents required by AFR 35-11		Destroy after completion of probation period, after separation or retirement, whichever is sooner
13 1	individual fitness and weight evaluation record (AF Form 379)	a member's physical fitness weight evaluation		Destroy when a new form is required, after separation or retirement, whichever is sooner (see note 3)
14	dependent care responsibilities	statement of understanding, and commander's memo for record of annual unit briefing		destroy when superseded or upon PCS, whichever is sooner
15		automated listing of assigned single member sponsors and military couples with dependents	at CBPOs	destroy when superseded
16	Individual Mobilization Augmentee (IMA) annual status report	reports pertaining to authorized and assigned IMA levels and force readiness	at HQ USAF/MPXX and AF/RE, MAJCOMs, HQ AFMPC and HQ ARPC	destroy after 3 years
17	Civilian/Military Service Review Cards	control cards showing determinations of active duty type discharge for civilian/contractor personnel (Public Law 95-202)	at Boards and Correction Section, Air Force Manpower and Personnel Center (AFMPC/MPCDOA)	retire as permanent (see note 7)
18			at other than AFMPC/MPCDOA	destroy 2 years after service credit determination is made
19	AF morning reports and indexes	morning reports containing information on gains, losses or changes in status of personnel assigned to a unit, 1947-1966 and indexes	at NPRC (MPR)	dispose of in January 2042 if no longer needed in documenting military service (see note 6)

NOTES

- 1 If otherwise releasable records eligible for destruction may be given to individual concerned, in lieu of destruction
- 2 At the discretion of the MAJCOM informational personnel records may be transferred to gaining CBPO for intracommand reassignments
- 3 Operational instructions for disposition of these records/forms upon reassignment (PCS/PCA), expiration or conversion of forms, etc., are contained in AFR 35-11
- 4 Offer to the National Archives 75 years after retirement of the Master Personnel Records (MPR) to NPRC National Archives, after consultation with the AF, historians, genealogists and other concerned parties, will determine the disposition of the MPR. All or some of the MPR will be designated archival and accessioned into the Archives' holdings. Any MPR not selected for archival preservation may be either donated to an appropriate institution or destroyed.
- 5 Reaccomplish card(s) are attached to current card
- 6 This is a discontinued documentation series consisting of approximately 6,500 cubic feet of records. The morning reports for the period 1947-1959 are on microfilm while those for 1959-1966 are on paper. They can be disposed of 75 years after date of latest report, i.e. 2042