

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

LEAVE BLANK

JOB NO.

N1-AFU-89-17

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

DATE RECEIVED

3/24/89

1. FROM (Agency or establishment)

Department of the Air Force

2. MAJOR SUBDIVISION SAF/AAD

Directorate of Information Management and Administration

3. MINOR SUBDIVISION

Information Management Policy Branch

4. NAME OF PERSON WITH WHOM TO CONFER

Patsy J. Conner

5. TELEPHONE EXT.

694-3527

DATE

ARCHIVIST OF THE UNITED STATES

WITHDRAWN

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disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10. If no records are proposed for disposal, the signature of the Archivist is not required.

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 4/6 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

21 MAR 1989

C. SIGNATURE OF AGENCY REPRESENTATIVE

Ina T Rowe

D. TITLE

GRACE T. ROWE, Chief, Records Mgt Policy Section, Directorate of Info Mgt and Admin

7. ITEM NO.

8. DESCRIPTION OF ITEM
(With Inclusive Dates or Retention Periods)

9. GRS OR SUPERSEDED JOB CITATION

10. ACTION TAKEN (NARS USE ONLY)

~~MILITARY JUSTICE RECORDS (Table 111-1 of AFR 12-50 Vol. II; (Applicable Air Force-wide) Table 51-3 of AFMAN 37-139)~~

~~The purpose of this submission is to revise miscellaneous disposal authorities on Air Force legal documents. We attach the proposed Table 111-1 and discuss specific changes below.~~

~~1 Rule 2. We will offer records of trial to the National Archives when the document is 100 years old. AF/JA needs legal and physical control of the records during that period. They also require withdrawal of the records for use in the office areas. There is no time limit as to when an individual or their heir may request a correction to the record; therefore, we feel that 100 years is a safe time period for any requests by the member or first generation heir, for corrections or any other request. The earliest date of records is 1947. The amount of records on hand in office area is 492 cubic feet; Federal Records Center is 3,933 cubic feet; and estimate of annual accumulation is 159 cubic feet.~~

~~2 Rule 3. In column C, delete reference to duplicate and triplicate copies of all general court-martial~~

WITHDRAWN

9/23/02

REQUEST FOR RECORDS DISPOSITION AUTHORITY - CONTINUATION

JOB NO.

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7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARS USE ONLY)
	records, and special court-martial records involving a bad conduct discharge, and change to specify "AF/JAJG and AF/JAJD copies." Change disposition in column D to "destroy after completion of appellate review as directed by AF/JAJM."		
3	Rule 4. Reserve.		
4	Rule 6. In column C, delete reference to rule 4. In column D, change disposition to "destroy 1 year after completion of appellate review."		
5	Rule 7. Disposition of special court-martial records not involving a bad conduct discharge, change column D to "destroy 15 years after completion of appellate review" vice "final review" to clarify the kind of final review.	NC1-AFU-76-4	
6	Rule 10. Summary court-martial records, include in column B "charge sheet(s), DD Form 2329,"; and change column C to "originals in Master Personnel and duplicates in Field Record Group." Column D is changed to reflect "see AFR 35-44, Atch 1, Item 96 and 181" (copy attached). This change is warranted because Summary Courts-Martial is not referenced in Table 35-1.		
7	Rule 11. Summary court-martial records, include in column B "copies of charge sheet(s), copies of DD Form 2329, summaries of witness testimony, evidence admitted, and other related or allied papers." Change column C to "copies in staff judge advocate office," and column D to "destroy after 3 years." Changed to coincide with the expiration of right to submit application to Board for the Correction of Military Records.		
8	Rule 15. Reserve.		
9	Rule 15.2. Delete.		
10	Rule 19. Reserve.		
11	Rule 20. Reserve.		
12	Rule 21. Reserve.		
13	Rule 24. Writ of habeas corpus, change column D to "destroy after 5 years." Cases often take three years to get through Court of Military		

With drawn

REQUEST FOR RECORDS DISPOSITION AUTHORITY - CONTINUATION		JOB NO.	PAGE 3 OF 4
7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARS USE ONLY)
	Appeals and defense litigation involvement in Federal Court is often lengthy, therefore, previous disposition of two years is changed to five.		
14	Rule 29.2. Delete.		
15	Rule 32. Court-martial orders, delete information contained in column c and d.	NN-173-125	
16	Rule 33. Court martial records, column C, delete reference to rule 32 and change column D to "destroy 1 year after notification appellate review is complete."		
17	Add Rule 36.1. Add information in columns C and D. Necessitated by change in Manual for Courts-Martial permitting appeals when finding is not guilty only by reason of lack of mental responsibility.		
18	Rule 46. Change column D to "they become part of the original record of trial." Change disposition to be consistent with actual practice. Rules 48, 50, 54 and 56.1 evaluated under NARA No. N1-AFU-88-21P, December 2, 1988. Rule 49 and 51 changed to allow bases to dispose of all reports (paper and microfiche). HQ USAF /JAJM will file all reports as permanent (Rule 48).		
19	Rule 49. Change column C to indicate "at other than HQ USAF/JAJM" and column D to "destroy after one year or when no longer needed, whichever is later."		
20	Rule 51. Change column D to indicate "destroy paper reports after 3 years, 5 years for microfiche reports, or when no longer needed, whichever is later." Rules 52 through 55 and 55.1 changed/added for consistency with disposition of records of trial for levels other than HQ USAF/JAJM. Allows for destruction of forms for courts-martial at HQ USAF level when no longer needed. Removed HQ USAF on disposition of Article 15 punishment as HQ USAF does not receive AMJAMS forms on Article 15s.		

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7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARS USE ONLY)
21	Rule 52. Add to column c "at base SJA and GCM SJA offices only."		
22	Rule 53. Change column b to show "data on all general courts-martial or special courts-martial records involving a bad conduct discharge." Add in column d "destroy when no longer needed."		
23	Rule 55. Add column b to show "data on special courts-martial records not involving a bad conduct discharge and all summary courts-martial;" change column c "at HQ USAF/JAJM," and change column d "same as rule 53."		
24	Rule 55.1. Add at column c "at other than HQ USAF/JAJM" and column d "destroy 1 year after final review."		
25	Rule 56. Change column b to delete "keypunch transaction cards and." Now reflects only "magnetic tape files."		
26	Rule 57. Reserve.		
27	Rule 59. In column d, change to read "destroy after 1 year or when no longer needed."		
28	Rule 61 and Rule 63. Change disposition to read "destroy when no longer needed." HQ USAF/JAJM indicated this change is necessary because once the required report is compiled and submitted, documentation is no longer needed and therefore does not need to be maintained for any additional period of time.		

TABLE 111-1, MILITARY JUSTICE RECORDS

R U L E	A	B	C	D
	If documents are or pertain to	consisting of	which are	then
1	military justice administration	correspondence, memoranda, statistical reports and summaries of activity, narrative reports, instructions, briefs and other documents relating to military justice not covered under general correspondence and legal opinions		destroy after 2 years or when no longer needed, whichever is later.
2	all general court-martial records, and court-martial records involving a bad conduct discharge	charge sheets and other documents accompanying charges when referred for trial, chronology and court-martial data sheet, record of trial proper, court-martial orders, decision on review, and other related and allied papers	originals at HQ USAF/JAJM (see note 1)	retire as permanent (see note 11).
3			AF/JAJG and AF/JAJD copies	destroy after completion of appellate review as directed by AF/JAJM.
4	(RESERVED)			
5			accused's copy	deliver to accused (see note 2).
6			all copies other than rules 2, 3, and 5	destroy 1 year after completion of appellate review.

Withdrawn

Withdrawn

TABLE 111-1, MILITARY JUSTICE RECORDS				
R U L E	A	B	C	D
	If documents are or pertain to	consisting of	which are	then
7	special court-martial records not involving a bad conduct discharge	withdrawn	original (see note 3)	destroy 15 years after completion of appellate review.
8			accused's copy	deliver to accused (see note 2).
9			all copies other than in 7 and 8	destroy one year after final review.
10	summary court-martial records	charge sheet(s), DD Form 2329	originals in Master Personnel and duplicates in Field Record Group	See AFR 35-44, Atch 1, Item 96 and 181.
11		copies of charge sheet(s), copies of DD Form 2329, summaries of witness testimony, evidence admitted, and other related or allied papers	copies in staff judge advocate office	destroy after 3 years.
12			with drawn	
13			accused's copy	deliver to accused (see note 2).
14			all copies other than rules 10, 11 and 12	destroy 1 year after final review.
14	court-martial registers and/or card index	devices for control of cases which are to be tried or which have been tried by summary, special or general court-martial	at HQ USAF/JAJM	retire as permanent (see note 7).
15	(RESERVED)			
			with drawn	

TABLE 111-1, MILITARY JUSTICE RECORDS				
R U L E	A	B	C	D
	If documents are or pertain to	consisting of	which are	then
15.	court-martial log (requirement eliminated 2 Jun 1975)	statistical data	at SPCM jurisdictional level (including GCM authority exercising SPCM jurisdiction), and pertaining to cases upon which GCM action was completed prior to 1 Jul 1974)	retain in accumulating office 3 years, then forward to HQ USAF/JAJM for consolidation and retirement as permanent (see note 8).
16	court-martial jurisdiction	documents accumulated incident to the granting and exercise of general, special and summary court-martial jurisdiction (see note 4)		retire as permanent (see notes 5 and 8).
17		card records reflecting active and inactive general court-martial jurisdiction of various commands		destroy when no longer needed.
18	court-martial and Article 15 activities reports (requirement eliminated following report for 1st Qtr of CY 1975)	consolidated annual reports prepared by HQ USAF/JAJM from quarterly reports received from major commands.	at HQ USAF/JAJM	retire as permanent (see note 8).

TABLE 111-1, MILITARY JUSTICE RECORDS				
R U L E	A	B	C	D
	If documents are or pertain to	consisting of	which are	then
19	(RESERVED)			
20	(RESERVED)		<i>withdrawn</i>	
21	(RESERVED)			
22	writ of habeas corpus	the complaint, the return and/or answer filed by the Government, copy of court decision, correspondence with US Attorney, and other related matters accumulated as the result of a complaint by the person released on a writ of habeas corpus	at HQ USAF/JAJM, and the person has been court-martialed	they become part of the original record of trial.
23			at HQ USAF/JAJM, and the person was not tried by court-martial	hold for 5 years after case is closed; retire to WNRC; destroy after 15 additional years.
24		<i>withdrawn</i>	at other than HQ USAF/JAJM	destroy after 5 years.
25	records of punishment imposed under Article 15, UCMJ	forms, correspondence, and summarized records of oral punishment, including separate appeals and actions that suspend, mitigate, remit, or set aside punishment	originals at HQ USAF or AFMPC	destroy 30 years after final review.
26			copies at CBPOs	dispose of under AFR 35-44 and Table 35-5, as appropriate.
27			copies at staff judge advocate offices	destroy after 1 year or when no longer needed, whichever is later.

TABLE 111-1, MILITARY JUSTICE RECORDS				
R U L E	A	B	C	D
	If documents are or pertain to	consisting of	which are	then
28	written materials considered as a basis for imposing punishment under Article 15, UCMJ	investigative reports, statements, summaries of expected testimony, documentary evidence, etc.	copies at staff judge advocate offices	destroy after 1 year or when no longer needed, whichever is later.
29	(RESERVED)			
29.1	Article 15 Log (Requirement eliminated 2 June 1975)	statistical data	at SPCM jurisdictional level (including GCM authority exercising SPCM jurisdiction), and pertain to cases upon which GCM action was completed prior to 1 July 1974	retain in accumulating office 3 years then forward to HQ USAF/JAJM for consolidation and retirement as permanent (see note 8).
30	records of proceeding to vacate suspension of sentence of court-martial	proceedings to vacate suspension of sentence, comparable forms, correspondence, and other related papers.	originals (see note 6)	they become part of the original record of trial.
31			all copies other than rule 30	destroy 1 year after action on proceedings.
32	court-martial orders	orders promulgating the results of trial by general or special court-martial, supplemental orders and final decision based on action by higher authorities		
32.1			record copies maintained in annual blocks by issuing activity	retire as permanent (see note 7).
33		<i>withdrawn</i>	all copies other than rule 32.1	destroy 1 year after notification appellate review is complete.

TABLE 111-1, MILITARY JUSTICE RECORDS				
R U L E	A	B	C	D
	If documents are or pertain to	consisting of	which are	then
34	court reporter records	court reporter's recordings and notes from which verbatim or summarized records of trial or investigation have been prepared	for trials by special court-martial resulting in conviction and not involving a bad conduct discharge	destroy 6 months after date of trial.
35			for trials by special court-martial resulting in conviction and involving approved bad conduct discharge and for Art 32 investigations and general court-martial trials resulting in approved convictions	destroy 1 year after date of trial or 60 days after conclusion of appellate review, whichever is later.
36			for Art 32 investigations not resulting in referral of charges to trial and trials resulting in acquittals or in which the sentence is disapproved and charges are dismissed	destroy after action of the authority accomplishing those results.
36.1			for trials by general or special court-martial when the finding is not guilty only by reason of lack of mental responsibility	destroy 2 years after findings are announced.

withdrawn

TABLE 111-1, MILITARY JUSTICE RECORDS				
R U L E	A	B	C	D
	If documents are or pertain to	consisting of	which are	then
37	petitions for new trial under Article 73, UCMJ	final action on petition	originals	they become part of the original record of trial
38			accused's copy	deliver to accused (see note 9).
39			all copies other than 37 and 38	destroy 2 years after final action on petition.
40			petition, affidavits, briefs, correspondence and other related papers	originals
41			all copies other than rule 40	destroy 2 years after final action on petition.
42	applications for relief under Article 69, UCMJ	final action on application	originals	they become part of the original record of trial.
43			accused's copy	deliver to accused (see note 9).
44			(RESERVED)	
45			all copies other than 42 and 43	destroy after 2 years.
46		application, documentary or other evidence submitted therewith, briefs, correspondence and other related papers	originals	they become part of the original record of trial.
47			all copies other than in Rule 46	destroy after 2 years.

withdrawn

TABLE 111-1, MILITARY JUSTICE RECORDS

R U L E	A If documents are or pertain to	B consisting of	C which are	D then
48	Automated Military Justice Analysis and Management System (AMJAMS) monthly/quarterly/annual output products/reports	statistical data relating to court-martial and Article 15s which are: reports with "as of" dates for months of January through November	at HQ USAF/JAJM	retire as permanent. (see note 8).
49		<i>withdrawn</i>	at other than HQ USAF/JAJM	destroy after one year or when no longer needed, whichever is later.
50		reports with "as of" dates for month of December	at HQ USAF/JAJM	retire as permanent. (see note 8).
51		<i>withdrawn</i>	at other than HQ USAF/JAJM	destroy paper reports after 3 years, 5 years for microfiche reports, or when no longer needed, whichever is later.
52	AMJAMS source/input forms and computerized records	data on Article 15 punishments <i>withdrawn</i>	at base SJA and GCM SJA offices only	destroy after 1 year.
53		data on all general courts-martial or special courts-martial records involving a bad conduct discharge	at HQ USAF/JAJM	destroy when no longer needed.
54		data on special courts-martial records not involving a bad conduct discharge and all summary courts-martial	at other than HQ USAF/JAJM	destroy 1 year after completion of appellate review.
55		magnetic tape files	at HQ USAF/JAJM	Same as Rule 53.
55.1		<i>withdrawn</i>	at other than HQ USAF/JAJM	destroy 1 year after final review.
56		magnetic tapes and military justice computer products	at MAJCOM AMJAMS Processing Centers and HQ USAF/JAJM	destroy after 6 semi-monthly update cycles, or when no longer needed, whichever is later.
56.1	AMJAMS historical database and systems documentation	magnetic tapes and military justice computer products	at HQ USAF/JAJM on 31 Dec 90 and annually thereafter	retire as permanent at NARA (see note 10).

TABLE 111-1, MILITARY JUSTICE RECORDS				
R U L E	A	B	C	D
	If documents are or pertain to	consisting of	which are	then
57	(RESERVED)		<i>withdrawn</i>	
58	strength reports, including DESIRE AMJ/STG produced as result of AMJAMS/ADPS interface	military justice jurisdictional strength data		destroy after 1 year.
59	AMJAMS edit listing	computer printout listing case inputs, strength inputs, and errors	<i>withdrawn</i>	destroy after 1 year or when no longer needed.
60	executed punitive discharges and federal and state court felony conviction reports	consolidated semiannual reports prepared by HQ USAF/JAJM from semi-annual reports received from MAJCOMS	at HQ USAF/JAJM	retire as permanent (see note 8).
61		<i>withdrawn</i>	at other than HQ USAF/JAJM	destroy when no longer needed.
62		individual and consolidated semiannual reports prepared by major commands and subordinate court-martial jurisdictions	at HQ USAF/JAJM	destroy after 5 years or when no longer needed, whichever is later.
63			at other than HQ USAF/JAJM	destroy when no longer needed.
<i>withdrawn</i>				

NOTES:

1. All original records of trial by general court-martial, and all original records of trial by special court-martial resulting in a punitive discharge, whether or not suspended, are forwarded to HQ USAF/JAJM.
2. Records of trial are served on the accused in accordance with MCM, 1984, R.C.M. 1104(b). If the accused's copy cannot be delivered to the accused, see MCM, 1984, R.C.M. 1104(b)(1)(C), for provisions of substitute service.
3. These records are filed at the general court-martial jurisdiction for 2 years, then forwarded to WNRC, WASH DC 20409.
4. Commanders who come under the purview of the Uniform Code of Military Justice (UCMJ), Article 22(a)(5), need no special authorization, but must have concurrence of HQ USAF. Commanders who come within the purview of the UCMJ, Articles 22(a)(6), 23(a)(7), and 24(a)(4), are designated by the Secretary of the Air Force, and are announced in GA-series special orders, Department of the Air Force.
5. Those jurisdiction authorities reflected in a joint tenancy agreement have the same disposition as the joint tenancy agreement.
6. In general court-martial cases in which any portion of the sentence has been suspended, and in special court-martial cases in which an approved bad conduct discharge has been suspended, forward any report or proceedings to vacate a suspension to HQ USAF/JAJM for filing with the original records of trial. For non-BCD, special courts-martial, file the report with the original record.
7. Offer to the National Archives in 5-year blocks when 50 years old.
8. Offer to the National Archives when 15 years old.
9. If a copy of the action cannot be delivered to the accused for any reason attach the copy prepared for him to the original record and explain the reason for nondelivery.
10. Historical file - transfer a copy to NARA annually at the same time the Annual History Build is accomplished. Systems documentstion - transfer a copy to NARA at time of tape transfer.
11. Offer to the National Archives when the document is 100 years old.

DOCUMENTS AND FORMS LIST
(See notes at end of attachment)

I T E M	A	B	C	D	E
	Document or Form, Governing Directive, and OPR	File and Retain as Indicated Below (see note 2)			Management and Disposition Instructions (see note 6)
		FRGp (see note 3)	OCSRGp (see note 4)	MPerRGp (see note 5)	
95	AF Form 446, Application for Air Reserve Dependent Card (AFR 30-20/HQ AFMPC/ DPMDOF)	UP-4 (T)			
96	DD Form 458, Charge Sheet (AFR 111-1/HQ USAF/JAJM)	UP-3 (P)			Remove only by direction of base JA.
* 97	AF Form 475, Education/ Training Report (AFR 36-10/ HQ AFMPC/CCXO)	UP-2A (T) (see note 9)	OCSR-4 or 4A (T) (see note 10)	OSR/CM (P)	Instructions for AF Forms 77 (old) and 707 apply.
98	AF Form 485, Application for Enlistment—US Air Force Band (AFR 33-3/HQ AFMPC/ DPMAR)	UP-4 (T)			
99	ARPC FL 492A, Notification of Eligibility for Retired Pay at Age 60 and for Participation in the Reserve Component Survivor Benefit Plan (AFR 35- 7/HQ ARPC/DPAR)			CM (P)	
100	AF Form 496, Health Professions Scholarship Contract (AFR 36-17/HQ ARPC/SG)	UP-4 (T)		CM (P)	
101	AF Form 512, Change of Address/Telephone Number ANGUS/USAFR (AFR 35-41/ HQ ARPC/DS)	UP-4 (T)			
102	AF Form 519, Engineering and Scientific Career Continuation Pay Agreement (AFR 36-31/ HQ AFMPC/DPMROST)	UP-4 (T)		CM (P)	
103	AF Form 522, Ground Weapons Training Data and USAF Firearms Qualification (AFR 50-36;HQ AFOSP/ SPOT)	UP-R (T)			Maintained at individual's unit.

DOCUMENTS AND FORMS LIST
(See notes at end of attachment)

I T E M	A	B	C	D	E
	Document or Form, Govern- ing Directive, and OPR	File and Retain as Indicated Below (see note 2)			Management and Disposition Instructions (see note 6)
		FRGp (see note 3)	OCSRGp (see note 4)	MPerRGp (see note 5)	
					UP-4: For all actions other than those above. Remove when all actions included thereon have been superseded or expired. EXCEPTION: Form directing retraining will be retained until member attains a skill level in the new AFS commensurate with current grade. Remove when member is removed from retraining status. Retain for personnel released from active duty.
180	AF Form 2098, Duty Status Change, or RIPs in Lieu of (AFM 30-130/HQ AFMPC/DPMYCO)	UP-4 (T)		CM (P)	UP-4: Retain until reenlistment or separation. CM: Forward original DD Form 2098 to HQ AFMPC/DPMDOMI, HQ ARPC/DSMP, or Adjutant General of the State, Puerto Rico, Virgin Islands, Guam, and the District of Columbia.
181	DD Form 2329, Record of Trial by Summary Court-Martial (AFR 111-1/HQ USAF/JAJM)	UP-4 (T)		CM (P)	UP: Remove 6 years after date of the action of the convening authority (Block 13, DD Form 2329, Aug 84).
182	DD Form 2366, Veteran's Educational Assistance Act of 1984 (GI Bill) (AFR 213-1/HQ USAF/DPPE)	UP-4 (T)		CM (P)	UP: Remove and give to member on retirement or discharge.
183	DD Form 2384, Selected Reserve Assistance Program (GI Bill) Notice of Basic Eligibility (AFR 213-1, HQ USAF/DPPE)	UP-3 (P)			
184	AF Form 2587, Security Termination Statement (AFR 205-1/HQ AFOSP/SPIB)	UP-3 (P)			Manage as prescribed by AFR 205-1.
185	AF Form 2731, Notification of Drug or Alcohol Abuse (AFR 30-2/HQ USAF/DPXHS)	UP-3 (P)			

(Table continued on next page.)