

# REQUEST FOR RECORDS DISPOSITION AUTHORITY

(See Instructions on reverse)

LEAVE BLANK

JOB NO.

N1-AFU-90-35

DATE RECEIVED

4/6/90

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

1. FROM (Agency or establishment)  
DEPARTMENT OF THE AIR FORCE

2. MAJOR SUBDIVISION  
Directorate of Information Management

3. MINOR SUBDIVISION  
Policy Division, SAF/AAIA

4. NAME OF PERSON WITH WHOM TO CONFER

Mr. R. P. Dwyer

5. TELEPHONE EXT.

694-3494

DATE

6/18/90

ARCHIVIST OF THE UNITED STATES

*[Signature]*

NOTIFICATION TO AGENCY  
In accordance with the provisions of 44 U.S.C. 3303, 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disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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.

## 8. 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

02 APR 1990

C. SIGNATURE OF AGENCY REPRESENTATIVE

*Grace T. Rowe*

D. TITLE

GRACE T. ROWE

Chief, Records Mgmt Policy Branch  
Directorate of Information Mgmt.

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 GRS OR SUPERSEDED JOB CITATION	10.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)
	ADMINISTRATIVE ORDERS (Table 10-3) (Applicable Air Force-wide)		
1	Rule 2.1. In description of temporary orders, added after reserve orders "(A-series)", and reserve orders (P- and C-series) issued before FY 89." We propose to destroy only above reserve orders after 56 years; destroying reserve orders (P- and C-series) issued after FY 89 per Rule 3.	NC1-AFU-85-4	
2	Rule 3. In description of temporary orders, added "and reserve orders (P- and C-series) issued after FY 89." We propose to now destroy these orders one year after FY cutoff vice 56 years per Rule 2.1. These type orders relate to promotion of Airman as a Reserve of the Air Force. They consist of Recommendation and Authorization for Promotion of Airman as Reserve of the Air Force (AF Form 224), Classification/On-The-Job Training Action (AF Form 2096), both C-series orders; and composed and computer generated orders, which are P-series orders. Air Force has no need to retain the records copies of these orders for 56 years; one year is sufficient. Official file copies of these orders are either sent to HQ ARPC (Air Reserve Personnel Center) for inclusion in Master Personnel Record Group, and/or included in Unit Personnel Record Group, and individual airman concerned receives a copy.	NC1-AFU-85-4	

TABLE 10-3

## ADMINISTRATIVE ORDERS

R U L E	A	B	C	D
	If records are	consisting of	which are	then
2 .1	temporary orders	*originals or record copies of A-series, O-series, X-series, aeronautical, reserve orders (A-series), and reserve orders (P- and C-series) issued before FY 89		destroy after 56 years (see notes 4 and 5).
3		*originals or record copies and background material for M- and P-series special orders issued after calendar year 1966, T-series special orders, Y-series orders, squadron nonprefixed single numbered series special orders, PA- and PB-series special orders, and reserve orders P- and C-series) issued after FY 89		destroy 1 year after FY cutoff (see notes 1 and 5).