

REQUEST FOR RECORDS DISPOSITION AUTHORITY <i>(See Instructions on reverse)</i>		LEAVE BLANK	
		JOB NO NI-AFU-91-18	
TO GENERAL SERVICES ADMINISTRATION NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408		DATE RECEIVED 2-26-91	
1 FROM (Agency or establishment) DEPARTMENT OF THE AIR FORCE		NOTIFICATION TO AGENCY 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disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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.	
2 MAJOR SUBDIVISION DIRECTORATE OF INFORMATION MANAGEMENT			
3. MINOR SUBDIVISION RECORDS MANAGEMENT POLICY BRANCH			
4 NAME OF PERSON WITH WHOM TO CONFER Pierre J. Jost	5. TELEPHONE EXT. 694-3527	DATE	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 two 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 20 FEB 1991	C SIGNATURE OF AGENCY REPRESENTATIVE <i>Grace T Rowe</i>	D TITLE GRACE T. ROWE, Chief, Rcds Mgt Policy Branch Directorate of Information Mgt
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7 ITEM NO	8 DESCRIPTION OF ITEM <i>(With Inclusive Dates or Retention Periods)</i>	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN <i>(NARS USE ONLY)</i>
1	<p style="text-align: center;">INDIVIDUAL MILITARY PERSONNEL RECORDS (TABLE 35-1, RULES 20 and 21) (APPLICABLE AIR FORCE-WIDE)</p> <p>It came to our attention that the Consolidated Base Personnel Office Letters (CBPOLs) presently under Table 8-1, Rules 12 and 13, are in the wrong place in AFR 12-50, Volume II. Our Publishing Division responsible for the Specialized Publications informed us that these records are not prescribed by a regulation in the 8-series and therefore should be removed from Table 8-1. When we suggested to the office responsible for creating the CBPOLs that we should place them in Table 35-1, Rules 20 and 21, they readily agreed. At the same time, that office also recommended that we add the ALPERSCOM letters which serve almost the same purpose as the CB and that we change the disposition instructions of Rule 21 from "destroy after 1 year" to "destroy after 90 days or when no longer needed."</p> <p>We have no objection to those changes and we ask that you approve this request for inclusion in our regulation.</p>		

TABLE 35-1

 TITLE OF TABLE
 INDIVIDUAL MILITARY PERSONNEL RECORDS

R U L E	A If the records are or pertain to	B consisting of	C which are	D then
* 20	consolidated base personnel office letters (CBPOLs) and ALPERSCOM letters	records copies	at HQ AFMPC	destroy after 2 years (See note 8).
* 21		copies used as a policy reference file and maintained in control number sequence by calendar year	at other than HQ AFMPC	destroy after 90 days or when no longer needed.

*NOTE 8: Retain in current file until eligible for destruction.