

REQUEST FOR RECORDS DISPOSITION AUTHORITY <i>(See Instructions on reverse)</i>		LEAVE BLANK	
TO: GENERAL SERVICES ADMINISTRATION NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408		JOB NO. N1-AFU-91-29	DATE RECEIVED 4-26-91
1. FROM (Agency or establishment) DEPARTMENT OF THE AIR FORCE		NOTIFICATION TO AGENCY	
2. MAJOR SUBDIVISION Directorate of Information Management		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disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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.	
3. MINOR SUBDIVISION Records Management Policy Branch			
4. NAME OF PERSON WITH WHOM TO CONFER GRACE T. ROWE	5. TELEPHONE EXT. 694-3527		

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 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 26 MAR 1991	C. SIGNATURE OF AGENCY REPRESENTATIVE <i>Grace T. Rowe</i>	D. TITLE GRACE T. ROWE Records Management Policy Br 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 GRS OR SUPERSEDED JOB CITATION	10.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>Officer Promotion and Evaluation Process Records (Table 35-8) Applicable Air Force-wide</p> <p>The purpose of this submission is to ask for a onetime disposition of Air Form 706, Colonel Promotion Recommendation Report. The Air Force is changing requirements on these forms. The forms had been accessed only by the selection board since the forms were "closed forms." This system will no longer be used. We wish to obtain permission to destroy those records closed out as of 31 January 1991 on 31 January 1993. We will add as rule 1.2 in table 35-8.</p> <p>Rule 1.3 covers the Air Force Form 78, Air Force General Officer Promotion Recommendation. Reports with close out dates of 31 Jan 91 should be destroyed 30 days after retirement of the member.</p> <p><i>Copies sent to agency 6/2/92</i></p>		<p><i>Withdrawn per telephone conversation with Grace Rowe 5/19/92</i></p>

Rule 1.4 covers Air Force Form 71, Air Force General Officer Effectiveness Report. These forms will be filed in the permanent section in the master personnel record.

Agency determined
that these records
are covered
by an existing
schedule.

5/19/92

Table 35-8
Promotion and Demotion Records

R U L E	A	B	C	D
	If the records are or pertain to	consisting of	which are	then
1.2 *	Colonel Promotion Recommendation Report	AF Form 706, closed out on 31 Jan 91 or earlier	at HQ USAF/MPG	Destroy after 31 Jan 1993
1.3 *	Promotion Recommenda- tion	AF Form 78, closed out on 31 Jan 91 or earlier		Destroy 30 days after member retires
1.4 *	General Officer Effectiveness Report	AF Form Form 71		Filed in Master Personnel Record