

<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b> <i>(See Instructions on reverse)</i>	LEAVE BLANK
	JOB NO. <b>NI-AFU-91-44</b>

TO: <b>GENERAL SERVICES ADMINISTRATION NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408</b>	DATE RECEIVED <b>8-20-91</b>
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1. FROM (Agency or establishment) <b>DEPARTMENT OF THE AIR FORCE</b>	NOTIFICATION TO AGENCY
2. MAJOR SUBDIVISION <b>DIRECTORATE OF INFORMATION MANAGEMENT</b>	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disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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.
3. MINOR SUBDIVISION <b>RECORDS MANAGEMENT POLICY BRANCH</b>	
4. NAME OF PERSON WITH WHOM TO CONFER <b>Pierre J. Jost</b>	
5. TELEPHONE EXT. <b>703 694-3527</b>	DATE <b>4/15/92</b>
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 3 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 <b>12 AUG 1991</b>	C. SIGNATURE OF AGENCY REPRESENTATIVE <i>Grace T. Rowe</i>	D. TITLE <b>GRACE T. ROWE, Chief, Rcds Mgt Policy Branch Directorate of Information Mgt</b>
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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 GRS OR SUPERSEDED JOB CITATION	10.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>
	<p style="text-align: center;"><b>PERFORMANCE REPORTING AND QUALITY CONTROL RECORDS (TABLE 35-5, RULES 11-14) (APPLICABLE AIR FORCE-WIDE)</b></p> <p>We received clarification from the office responsible (HQ AFMPC) for the creation and maintenance of the Performance Reporting and Quality Control Records and we want to make the following changes:</p>		
1	Change the title of the records in Rules 11 through 14 to read "Nuclear Weapons Personnel Reliability Program (PRP)."		
2	Rule 11: Change the description in Column B to "Personnel Reliability Certificate (AF Form 286), Notification of Personnel Reliability Program Decertification Action (AF Form 286A)". Change Column C to "for PRP certification and permanent decertification", and the disposition in Column D to "maintain and retire per AFR 35-44".		
3	Rules 11.1 and 11.2: Delete as these two rules are incorporated elsewhere in new Rules 12 through 12.2.		

*Copies sent to Agency 4/21/92*

- 4 Rule 12: Change description of records in Column B to read "decertification case files". Column C will now read "for PRP permanent decertification" and the disposition in Column D will be changed to "destroy 1 year after date of decertification".
- 5 Rule 12.1: Also change record description in Column B to "decertification case files". Change Column C to read "for PRP temporary decertification" and disposition in Column D to "destroy when individual is no longer assigned to PRP duties or at commander's discretion".
- 6 Rule 12.2: Column B changed to "decertification case files". Column C is now "for removal of PRP permanent decertification action". Change disposition in Column D to "destroy 1 year after date of approval".
- 7 Rule 13: Change Column B to read "Personnel Reliability Program Notification and Suspension Log (AF Form 164)". Column C to read "for PRP-related duties suspension", and disposition to "Destroy ~~45~~ <sup>each page</sup> ~~days from date of last notification~~ <sup>when all suspensions are resolved.</sup>
- 8 Rule 14: Add the following: In Column B "PRP status roster"; Column C to "for commander's validation of PRP status", and disposition in Column D to read "destroy when superseded".
- 9 Rules 14.1 and 14.2: Delete these two rules which are incorporated with Rules 12 and 12.1.

Request you approve this request for inclusion in our regulation.

TABLE 35-5

PERFORMANCE REPORTING AND QUALITY CONTROL RECORDS				
R U L E	A	B	C	D
	IF RECORDS ARE	CONSISTING OF	WHICH ARE	THEM
11	NUCLEAR WEAPONS PERSONNEL RELIABILITY PROGRAM (PRP)	PERSONNEL RELIABILITY CERTIFICATE (AF FORM 286), NOTIFICATION OF PERSONNEL RELIABILITY PROGRAM DECERTIFICATION ACTION (AF FORM 286A)	FOR PRP CERTIFICATION AND PERMANENT DECERTIFICATION	MAINTAIN AND RETIRE PER AFR 35-44.
10		DECERTIFICATION CASE FILES	FOR PRP PERMANENT DECERTIFICATION	DESTROY 1 YEAR AFTER DATE OF DECERTIFICATION.
12 .1			FOR PRP TEMPORARY DECERTIFICATION	DESTROY WHEN INDIVIDUAL IS NO LONGER ASSIGNED TO PRP DUTIES OR AT CC'S DISCRETION.
12 .2			FOR REMOVAL OF PRP PERMANENT DECERTIFICATION ACTION	DESTROY 1 YEAR AFTER DATE OF APPROVAL.
13	PERSONNEL RELIABILITY PROGRAM NOTIFICATION AND SUSPENSION LOG (AF FORM 164)		FOR PRP-RELATED DUTIES SUSPENSION	<del>DESTROY 45 DAYS FROM DATE OF LAST NOTIFICATION.</del>
14	PRP STATUS ROSTER		FOR COMMANDER'S VALIDATION OF PRP STATUS	DESTROY WHEN SUPERSEDED.

DESTROY EACH PAGE WHEN ALL SUSPENSIONS ARE RESOLVED.