

REQUEST FOR RECORDS DISPOSITION AUTHORITY <i>(See Instructions on reverse)</i>		LEAVE BLANK (NARA use only)	
TO NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		JOB NUMBER N1-AFU-9375	DATE RECEIVED 8-3-93
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 disposition request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	
3. MINOR SUBDIVISION RECORDS MANAGEMENT POLICY BRANCH			
4. NAME OF PERSON WITH WHOM TO CONFER PIERRE J. JOST	5. TELEPHONE (703) 614-3527	DATE	ARCHIVIST OF THE UNITED STATES

6. AGENCY CERTIFICATION
I hereby certify that I am authorized to act for this agency in matters pertaining to the disposition of its records and that the records proposed for disposal on the attached 5 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, under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies,

is not required; is attached; or has been requested.
GRACE T. ROWE

DATE JUL 23 1993	SIGNATURE OF AGENCY REPRESENTATIVE <i>Grace T Rowe</i>	TITLE Chief, Records Mgt Policy Branch Directorate of Information Mgt
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7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
1	<p style="text-align: center;">PERFORMANCE REPORTING AND QUALITY CONTROL RECORDS (TABLE 35-5, RULES 1, 5, 7, 16-20) (APPLICABLE AIR FORCE-WIDE)</p> <p>Many processing procedures have changed since Personnel Concept III (PC-III) came on line. These changes are required in order to align the disposition instructions in Table 35-5 with the governing directive (AFR 35-32).</p> <p>Because unfavorable information files are now kept in Unit Orderly Rooms for PC-III configured bases, along with Special Actions Units and CBPOs (Civilian Base Personnel Offices) we must add this information in Column C of Rules 1 and 5. We must also change the disposition instructions in Column D of these two rules to conform with the governing directive.</p> <p>Column B of Rules 5 and 7 must be corrected to reflect the proper AF regulation (AFR 35-32 instead of AFR 35-52).</p>	N1-AFU-90-3	

TABLE 35-5, Rules 1, 5, 7 and 16-20

Furthermore, the Officer Digest File Program was discontinued in October 1988 and all files were destroyed and the prescribing directive has been rescinded. For this reason we should delete Rules 16 through 19.

Finally, because Rule 16 is deleted we should also delete Note 11.

TABLE 35-5

TITLE OF TABLE
PERFORMANCE REPORTING AND QUALITY CONTROL RECORDS (see Note 1)

R U L E	A If the records are or pertain to	B consisting of	C which are	D when
* 1	unfavorable information files (UIF) on officers and airmen	written administrative admonition or reprimand not pursuant to Article 15, UCMJ, or sentence of court-martial on active duty personnel; and documented evidence or supported allegations of an unfavorable nature, including control roster correspondence	at CBPOs, Special Actions Units, or Unit Orderly Room	destroy 1 year after the effective date of placement into UIF the most recent unfavorable correspondence of document not related to administrative reprimand or admonition (See Notes 1, 2, 4, 5, 6) (EXCEPTIONS: a. When the UIF contains more than one document, destroy all records 1 year from the effective date of the most recent unfavorable correspondence or document, except when longer retention is required by Rule 5; b. Files will be destroyed when a member is separated (without immediate return or continuation on active duty), retires or dies).

TABLE 35-5 (CONTINUED)

R U L E	A If the records are or pertain to	B consisting of	C which are	D then
* 5	unfavorable information files (UIF) on officers and airmen	results of court-martial convictions or punishments under Article 15, UCMJ, or other than minor civil court convictions (or judgments equating to convictions) as explained in AFR 35-32 pertaining to active duty personnel	at CBPOs, Special Actions Units, or Unit Orderly Room	destroy 2 years after the effective date of punishment, or when the commander signs blocks 6 and 7 of the AF Form 3070 for Article 15 action, or when the member is separated (without immediate return or continuation on active duty), retires or dies (EXCEPTION: when additional correspondence or documents are placed in the UIF under this rule or under Rule 1 prior to expiration of the disposition date of documents already on file, the file will be retained for 1 or 2 years from the effective date of the new correspondence or document, or date of the most recent unfavorable correspondence, under Rule 1 or 2, applicable (See Note 2)).

TABLE 35-5 (CONTINUED)

R U L E	A If the records are or pertain to	B consisting of	C which are	D then
* 7	control rosters on officers and airmen	manual or mechanized control roster accumulated under AFR 35-32		NO CHANGE AUTH: N1-AFU-90-3
*16- 20	RESERVED	RESERVED	RESERVED	RESERVED

NOTE:
1 thru 10: NO CHANGE.
11. DELETE.