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36 CFR 12				
	SEP - 5 copy to, agoncy		1.630	36 CFR 122

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PERFORMANCE REPORTING AND QUALITY CONTROL RECORDS (SEE NOTE 1)

	A	B	С	D
R				
U				
L	If the records are or			
E	pertain to	consisting of	which are	then
1	unfavorable	written administrative admonition or	maintained by UIF	for enlisted personnel
	information files	reprimand not pursuant to Article 15,	custodians	destroy 1 year after the
	(UIFs) on officers and	UCMJ, or sentence of court-martial on		effective date of
**	airmen	all Air Force Personnel (includes		placement into UIF, for
		AFR/ANG);: and documented evidence		officers, destroy 4 years,
		or supported allegations of an		or PCS/transfer plus 1
		unfavorable nature, including control		year, whichever is later,
		roster correspondence.		after the effective date of
				placement into UIF, the
				most recent unfavorable
				correspondence or
				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 after 1 year for
			54 111 716	enlisted. and the
			[Amended by R. Wire per J. Spencer, 8-13-96]	destroy after 4
			Der J. Spencer,	years or PCS/transfer
			8-13-961	plus 1 year, whichever
				the effective date of the
				most recent unfavorabl
				correspondence or document, except when
				longer retentionis
				required by rule 5; b.
				enlisted files will be
				destroyed when a
				member is separated
				(without immediate
				return or continuation
				on active duty), retires
				or dies. Officer files wi
				be transferrred to the
				A ir Reserve
				Component (ARC), or
				destroyed if the membe
				retires or dies; c. the
				disposition date for
			1	placement on the contro

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			roster is 1 year for
			officer and enlisted
			personnel.).
2	all copies of UIF summary	at MAJCOMs/FOAs/units and the original of the UIF summary maintained in the UIF	personnel.). unit commanders (including headquarters squadron section commanders) may hold copies of both current and obsolete UIF summaries in the member's unit assigned personnel information file (see AFI 36-2608) until the member is no longer assigned to the unit; following reassignment from the unit (does not include unit redesignations), they will be destroyed; all other copies will be destroyed upon receipt of updated or reaccomplished UIF summary, or when all items have been removed and the UIF has been terminated (See Note 2). AUTH: N1-AFU-90-3
3		on students attending AETC flying/technical courses except as provided in rules 1 and 5	destroy per rule 1 or on termination of training status (completion, removal and reassignment from control of the training unit), whichever is earlier (See Note 2). AUTH: N1-AFU-90-3
4		on personnel	forward to HQ
***		missing/captured in action, except as provided for in rules 1 and 5	AFPC/DPSRS for active duty personnel when the command or field record group is disposed of according to AFI 36- 2608. For AFR/ANG forward IAW AFI 36- 2608. AUTH: N1-AFU-90-3
5	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 AFI 51-201,51-202, and 36- 2907) pertaining to active duty personnel	at MPFs, Special Actions Unit, or Unit Orderly Room	for enlisted personnel destroy 2 years after effective date of punishment, for officers, destroy 4 years, or PCS/transfer plus 1 year whichever is later, after the effective date of punishment, or when commander signs blocks 6 through 8 of the AF

6 7	(RESERVED) control rosters on officers and airmen	manual or mechanized control rosters accumulated under AFI 36-2907	IAmended by R. Vitre	Form 3070 for Article 15 action, or when an enlisted member is separated (without immediate return or continuation on active duty), retires or dies, or when an officer 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 to 4 years, or PCS/transfer plus 1 year, whichever is later, depending on document) from the effective date of the new correspondence or document, or date of the most recent unfavorable correspondence, under rule 1, or 2, if applicable). When an officer separates the UIF will be transferred to the ARC. (See Note 2). AUTH: N1-AFU-90-3 (RESERVED) destroy 1 year from date
			per J. Spencer, 8-13-96	needed, whichever is sooner. AUTH: N1- AFU-90-3
8	line of duty (LOD) determination file	original copy of AF Form 348, Line of Duty Determination and DD Form 261, Report of Investigation Line of Duty and Misconduct Status	at HQ AFMPC or HQ AFRPC	See table 36-12, rule 1. AUTH: N1-AFU-90-3

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