

**REQUEST FOR AUTHORITY  
TO DISPOSE OF RECORDS**

*(See Instructions on Reverse)*

*3 items*

TO: GENERAL SERVICES ADMINISTRATION  
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408

1. FROM (AGENCY OR ESTABLISHMENT)  
DEPARTMENT OF THE AIR FORCE, HQ USAF

2. MAJOR SUBDIVISION  
Directorate of Administration

3. MINOR SUBDIVISION  
Documentation Systems Division

4. NAME OF PERSON WITH WHOM TO CONFER  
Mr. Neil Vandergraaf Jr

5. TEL. EXT.  
756-2385

6. CERTIFICATE OF AGENCY REPRESENTATIVE:

LEAVE BLANK	
DATE RECEIVED DEC 1 1976	JOB NO. <b>NC 1 - AFU - 77 - 45</b>
NOTIFICATION TO AGENCY	
In accordance with the provisions of 44 U.S.C. 3303a the disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "with-drawn" in column 10.	
1-4-77 (Date)	<i>James B. Rhoads</i> Archivist of the United States

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 2 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified.

11 NOV 1976

*Herbert G. Geiger*

HERBERT G. GEIGER, Chief  
Documentation Systems Division  
Directorate of Administration

Date (Signature of Agency Representative) (Title)

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
1	<p align="center">DISCHARGE AND SEPARATION RECORDS (35-9) (Applicable Air Force-wide)</p> <p>The attached change to Air Force Manual 12-50, Table 35-9 proposes to add Rules 10, 11, and 12 establishing disposition criteria for documentation not now covered in that table. Approval of the proposed additional disposition standards will provide for adequate identification of the disposition for all types of separation documentation.</p> <p>The proposed additions will adequately satisfy Air Force requirements.</p> <p>(Submission of this proposal to GAO is not contemplated nor considered necessary)</p>	<p>NN 172-181</p>	

*Copy to Agency 1-6-77*

TABLE 35-9 (Continued)

## DISCHARGE AND SEPARATION RECORDS

R U L E	A	B	C	D
	If documents are or pertain to	consisting of	which are	then
*10	request for waiver of discharge processing	related documents	approved	retain in the Field Personnel Record Group until expiration of the period of service or enlistment during which it was approved, then destroy.
*11			disapproved	return to originator.
*12	Recruiting Prospect Card	personnel data and counseling action	maintained by the Reserve/Guard Counselor	destroy 1 year after separation