

**REQUEST FOR AUTHORITY  
TO DISPOSE OF RECORDS**

(See Instructions on Reverse)

<b>LEAVE BLANK</b>	
DATE RECEIVED <b>4 APR 1977</b>	JOB NO. <b>NC 1 AF 4 77 79</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.	
JUN 8 1977 (Date) <i>James E. O'Neill</i> ACTING Archivist of the United States	

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

1. FROM (AGENCY OR ESTABLISHMENT)

DEPARTMENT OF THE AIR FORCE

2. MAJOR SUBDIVISION

DIRECTORATE OF ADMINISTRATION

3. MINOR SUBDIVISION

DOCUMENTATION SYSTEMS DIVISION

4. NAME OF PERSON WITH WHOM TO CONFER

5. TEL. EXT.

MRS. M.B. FOURAKER

767-4495

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

29 MAR 1977

*Herbert G. Geiger*  
(Signature of Agency Representative)

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
	Performance Reporting and Quality Control Records (35-5) (Applicable Air Force-wide)  The purpose of this submission is to revise disposition for unfavorable information files to conform to terminology applied in the Privacy Act of 1974, and to provide disposition for drug abuse files and digest files on officers.  The proposal more clearly defines circumstances under which unfavorable information files are destroyed (rules 1-5). It also establishes disposition criteria for drug abuse files and digest files on officers, which were not previously covered.  The proposed change and addition of new rules 15 and 16 are considered adequate to meet current Air Force needs.  (Submission of this proposal to GAO is not contemplated nor considered necessary.)	NN 173-47	

*Sent to the agency - 6/13/77*

EXPLANATION OF ABBREVIATIONS:

AFMPC = Air Force Military Personnel Center

AFRES = Air Force Reserves

ANG ≠ Air National Guard

ANGUS = Air National Guard of United States

ARPC = Air Reserve Personnel Center

ATC = Air Training Command

CBPO = Central Base Personnel Office

UCMJ = Uniform Code of Military Justice

TABLE 35-5

## PERFORMANCE REPORTING AND QUALITY CONTROL RECORDS (note 1)

R U L E	A	B	C	D
	If documents are or pertain to	consisting of	which are	then
1	unfavorable information files (UIFs) on officers and airmen	*written administrative admonition or reprimand not pursuant to Article 15, UCMJ or sentence of court-martial; and documented evidence or supported allegations of an unfavorable or derogatory nature, including control roster correspondence, as specified in AFR 35-32	*on all active duty personnel other than in rules 2 thru 4	*destroy 1 year after effective date of reprimand or 1 year from date of the most recent unfavorable correspondence not related to administrative reprimand (Exceptions: When the UIF contains more than 1 document, destroy all documents 1 year from the date of the most recent unfavorable correspondence except as provided in rule 5, or when the wing or equivalent level commander determines that the UIF or a portion thereof is not accurate, relevant, timely, and complete as is reasonably necessary to assure fairness to the individual for the purpose for which the UIF is established), or when an individual reenlists, separates, retires or dies. (notes 2, 3, 4 and 5).
2		all copies of UIF summary		*destroy on receipt of updated summary; when all listed items have been removed; or when an item has been removed and the summary reaccomplished.

TABLE 35-5 (Continued)

R U L E	A  If documents are or pertain to	B  consisting of	C  which are	D  then
3			on student attending ATC flying/technical courses except as provided for in rules 1 and 5 ;  *on personnel missing/ captured in action, except as provided for in rules 1 and 5	*destroy after 1 year or on completion of training, whichever is later. (Exception: See rule 1) (note 2).  *forward to AFMPC/DPMAO when command or field record group is disposed of (see AFR 35-44).
5		results of court-martial or civil court convic- tions, or punishments under Article 15, UCMJ	on all active duty personnel	*destroy 2 years after effective date of punish- ment, or when member re- enlists, separates, re- tires, or dies. (Exception: When additional corres- pondence is placed in the UIF for which a longer retention period is dic- tated by rules 1 and 3, destroy all documents 1 year after effective date of reprimand, or 1 year from date of most recent unfavorable correspondence not related to administra- tive reprimands.)
6	(RESERVED)			
7	control rosters on officers and airmen	*statistical data on personnel on control rosters	accumulated under AFR 35-32	destroy 1 year from date, or when no longer needed, whichever is sooner.

TABLE 35-5

R U L E	A	B	C	D
	If documents are or pertain to	consisting of	which are	then
*8	(RESERVED)			
15 *	drug abuse	contents of drug abuse case treatment files and other documents related to a member's entry into and participation in rehabilitation	accumulated under AFR 30-2	remove and destroy 1 year after date of completion of Phase V of rehabilita- tion, or 1 year after the individual is reassigned PCS, separates, retires, or dies.
16 *	digest files on officers	records of derogatory information that may reflect unfavorably on an officer's position of leadership, trust, or responsibility, as specified in AFR 36-25	at AFMPC and ARPC	destroy 2 years from date initiated. (Exception: When the Officer Personnel Records Review Board (OPRRB) votes to retain the digest file based upon addition of new derogatory information, destroy 2 years from date of most recent correspondent
		copies of digest file correspondence	at unit, interme- diate or MAJCOM levels	In certain justified in- stances, digest files may be destroyed sooner than the specified retention period, or when individual separates, retires, or dies (notes 1, 6, 7, 8, 9, 10, and 11).
		letters of notification when digest files are destroyed		destroy 3 years from date related digest file is destroyed.