

REQUEST FOR AUTHORITY  
TO DISPOSE OF RECORDS

(See Instructions on Reverse)

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

5. TEL. EXT.

Mr. Neil Vandergraaf

767-4495

6. CERTIFICATE OF AGENCY REPRESENTATIVE:

LEAVE BLANK	
DATE RECEIVED 18 AUG 1977	JOB NO. NC1 AF4 77 99
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.	
4-13-78 James E. O'Neill (Date) <i>acting</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 AUG 1977

*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>ENLISTMENT AND REENLISTMENT RECORDS (35-3)</p> <p>(Applicable to the United States Air Force Recruiting Service)</p> <p>The documentation described on the attached page is to be disposed of as indicated thereon.</p> <p>The records are created and maintained by various elements of the United States Air Force Recruiting Service and pertain to copies not required to be maintained within individual records groups under table 35-1.</p> <p>Rules 1 and 2 remain the same as in the current table 35-3. <u>Rules 3, 4, 5 and 6 pertain to additional documents not now covered in that table.</u></p> <p>The proposed disposition criteria is considered adequate to meet Air Force requirements.</p>	NN 170-33	<i>New items</i>

*Sent to agency, NCW, NNR & NNM - 4/17/78 70 4 items*

TABLE 35-3

## ENLISTMENT AND REENLISTMENT RECORDS (see note)

R U L E	A	B	C	D
	If documents are or pertain to	consisting of	which are	then
1	enlistment and transfer reports	reports of enlistments, reenlistments, and reassign- ments		destroy after 2 years.
2	rejected enlistment applications	applications and related correspondence		destroy after 1 year.
*3	basic trainee inter- view records	interviews and supporting documents		destroy 1 year after completion of case.
*4	Recruiting Activities Management Support System (RAMSS) DSD EO27	enlistment processing records		destroy when no longer needed.
*5		recruiter personnel records		destroy 1 year after individual is removed from recruiter production status.
*6		Armed Services Vocational Aptitude Battery (ASVAB) testing lead information		destroy after 2 months.
	Note: Rules apply to those copies not required by other directives to be filed in individual records groups (see table 35-1).			