

**REQUEST FOR RECORDS DISPOSITION AUTHORITY**  
(See Instructions on reverse)

10/22/80  
LEAVE BLANK

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

JOB NO

**NCI-AFU-81-7**

DATE RECEIVED

**October 27, 1980**

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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10

**Rejected**

Date

Archivist of the United States

1. FROM (AGENCY OR ESTABLISHMENT)

DEPARTMENT OF THE AIR FORCE

2. MAJOR SUBDIVISION

1947 Administrative Support Group (HQ USAF)

3. MINOR SUBDIVISION

Information Management & Resources Division

4. NAME OF PERSON WITH WHOM TO CONFER

Mrs. Grace T. Rowe

5. TEL EXT

694-3527

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

**A** Request for immediate disposal.

**B** Request for disposal after a specified period of time or request for permanent retention.

C. DATE

15 OCT 1980

D. SIGNATURE OF AGENCY REPRESENTATIVE

*Herbert G. Geiger*

E. TITLE

**HERBERT G. GEIGER, Chief  
Information Mgt and Resource Div**

7. ITEM NO

1

8. DESCRIPTION OF ITEM  
(With Inclusive Dates or Retention Periods)

INDIVIDUAL MILITARY PERSONNEL RECORDS (T35-1)  
(Applicable Air Force-wide)

The purpose of this submission is to have table 35-1, rule 5, appraised as permanent records. Application to the Secretary of the Air Force Board for the Correction of Military Records under Section 1552, 10 USC are continually the subject of litigations within the US Court of Claims and the Federal District Courts and, as such, must be readily available to the Department of the Air Force and Department of Justice in defense of action taken by the Board in any given case. Applications for the correction of military records are repeatedly made by the individuals themselves and their heirs. There is no cutoff date on going to the Correction Board. The case files must be available for these petitions. The Air Force Historian concurs that these should be permanent.

These applications which direct appeals to the Secretary must not be made available to historical researchers or the general public in their current form. This would be in violation of the Privacy Act of 1974. The restrictions on access to security classified documents also apply. These files are covered in the System of Records

9. SAMPLE OR JOB NO.

NCI-AFU-78-31

10. ACTION TAKEN

Dis-  
position  
Not  
Approved

1 Item

*Closed Out: 5-7-81: K.T.D. Copy sent to NNMI.  
Rejected / Agency copy transmittal w/ A.F. letter 120-81*

## Request for Records Disposition Authority - Continuation

JOB NO

PAGE OF  
2 of 2

7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10. ACTION TAKEN
	<p>FO3501 SAFCB A, Military Records Processed by the Air Force Correction Board, AFP 12-36, Privacy Act Systems of Records.</p> <p>These files may be offered to National Archives 75 years after the date they are retired to the Washington National Records Center. There are approximately 1,134 cubic feet on file at the Washington National Records Center. The annual accumulation is about 40 cubic feet. There are 45 cubic feet on file for the 340 Records Group at National Archives for period 1949 - 1955 (see page 782 of the guide to records at the National Archives). The files are arranged alphabetically by the name.</p>		<p><i>Disposition Not Approved</i></p>

TABLE 35-1 (Continued)

R U L E	A	B	C	D
	If documents are or pertain to	consisting of	which are	then
5	correction of military records of officers and airmen	case files or logs of board findings and resumes of actions taken, or logs of cases received with statement of actions taken	at SAF/CB	<del>retire as permanent</del>
6			at AFMPC	destroy after 3 years.
7			at other than SAF/CB and AFMPC	destroy after 2 years, or when individual transfers or separates from service, whichever is sooner.
8	personnel deployment information package (PDIP)	documents which individuals must hand carry on deployment for management purposes at deployment site	used only when individual is deployed and maintained during entire period of deployment	destroy when individual has in-processed at home station on completion of deployment. (Exception: Return passports per AFR 211-29.)
9	service number register files	registers, logs, or comparable records	used to identify individuals to whom specific service numbers are assigned, or to control the allotment and suballotment of blocks of service numbers obtained from Department of the Army	cut off as of 1 July 1969, and retire as permanent to NPRC (MPR).
10	absentee/deserter case files	DD Forms 553, Absentee Wanted by the Armed Forces, DD Forms 616, Report of Return of Absentee Wanted by the Armed Forces and related documents concerning the member's unauthorized absence and return to military control	original documents initiated at CBPO and copies at AFMPC/MPCAKE	dispose of per AFR 35-44.
11			at major command OPR	destroy 1 year after the unauthorized absence is terminated.
12			at security police and other base agencies	see table 125-1, rules 10, 11, 12.
13	physical fitness and weight control case files	counseling records, correspondence, summaries, administrative actions, etc.	required by AFR 35-11	destroy 1 year after removal from the program (note 3).

Rule 5:  
Disposition  
Not Approved

N/C

N/C

N/C

N/C

N/C

N/C

N/C

N/C

7

10-60

NOTES 1. If otherwise releasable, documents eligible for destruction may be given to individual concerned, in lieu of destruction.  
 2. At the discretion of the MAJCOM, informational personnel records may be transferred to gaining CBPO for intracommand reassignments.  
 \* 3. When a new AF Form 379, "Physical Fitness and Weight Control Summary", is prepared, retain the previous form until it is no longer needed for reference, then it may be given to individual concerned.