

**REQUEST FOR RECORDS DISPOSITION AUTHORITY**  
(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**

2 MAJOR SUBDIVISION  
**Directorate of Administration, HQ USAF**

3 MINOR SUBDIVISION  
**Documentation Management**

4 NAME OF PERSON WITH WHOM TO CONFER  
**Mrs Grace T. Rowe**

5 TEL EXT  
**694-3527**

LEAVE BLANK

JOB NO  
**NCI-AFU-83-48**

DATE RECEIVED  
**12/21/82**

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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10

**Returned Without Action**

Date \_\_\_\_\_ Archivist of the United States \_\_\_\_\_

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 2 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  
**16 DEC 1982**

D SIGNATURE OF AGENCY REPRESENTATIVE  
*James E. Dagwell*

E TITLE  
**JAMES E. DAGWELL  
Chief, Documentation Management  
Directorate of Administration**

7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
1	<p>INDIVIDUAL MILITARY PERSONNEL RECORDS (Table 35-1) (Applicable to Air Force Manpower and Personnel Center and Air Reserve Personnel Center)</p> <p>Rule 1, column D, has been changed slightly to clarify the instruction. This change is necessary to allow for transferring the Master Personnel Record Groups between the Air Force Manpower Personnel Center and the Air Reserve Personnel Center to allow for completing all Air Force personnel actions before retiring the master record to NPRC.</p> <p><b>[Job returned without action.]</b></p>	NCI-AFU-80-29	/ item

115-107

No mass data change sheet required. Copy of job and letter sent to GKP (MPR). Copy of job sent to agency 12/23/82.

Closed out 1-17-83 T. Plowden as Withdrawn

STANDARD FORM 115  
Revised April, 1975  
Prescribed by General Services Administration  
FPMR (41 CFR) 101-11.4  
#67

TABLE 35-1 Individual Military Personnel Records

R U L E	A	B	C	D
	If documents are or pertain to	consisting of	which are	then
1	Master Personnel Record Group	*documents which comprise the history of an individual's military service required by AFR 35-44 to be filed in the Master Personnel Record Group	*at HQ AFMPC and HQ ARPC	<p><del>*manage according to AFR 35-44 and retire to NPRC after HQ AFMPC and ARPC completes all personnel actions (e.g., discharge, retirement, dismissal, pay at age 60) pertaining to the individual (note 4).</del></p> <p>[Job returned without action, but NCD's 12/23/82 letter approves these changes in retirement instructions]</p>