

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

6. CERTIFICATE OF AGENCY REPRESENTATIVE

5. TEL. EXT.

694-3527

LEAVE BLANK

JOB NO.

NCI-AFU-83-82

DATE RECEIVED

3/17/83

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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10.

4-1-83

Date

Robert H. Ware
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 4 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

10 MAR 1983

D. SIGNATURE OF AGENCY REPRESENTATIVE

Mark H. Coon

E. TITLE

MARK H. COON, Major, USAF
Acting Chief, Documentation Mgmt
Directorate of Administration

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 (Table 35-5) (Applicable Air Force-wide)

This submission updates the rules on the Digest Files on Officers. The Digest File policy has undergone major revisions. HQ AFMPC/Officer Personnel Records Review Board Digest File functions and responsibilities have been delegated to Major Air Command Commanders. Term interim Digest File has been replaced with the term pending Digest File. Most importantly, by law under Defense Officer Personnel Management Act (DOPMA) (10 USC 617), we are now required to retain the Digest Files on officers identified by promotion boards for show cause action longer than currently authorized by AFM 12-50.

This change impacts on officers commanders and Judge Advocates Air Force-wide. The impact of the present disposition is extremely heavy at the AFMPC and ARPC level, especially after 3 years. After this period no documents are available to refer to regarding an inquiry or complaint from individuals affected. By adding rule 20, and streamlining the remaining rules a more balanced control is provided to Air Force Manpower and Personnel Center (AFMPC) and the Air Reserve Personnel Center (ARPC).

NCI-AFU-
77-79

2 items

No mass data change sheet required. Copy of job sent to NARA by RAW on 4/13/83. Copy to agency, 4-13-83; 88.

Request for Records Disposition Authority—Continuation

JOB NO.

PAGE OF

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7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	<p>Rule 16D has been revised. Rule 18 column B has been reworded.</p> <p>The notes 7-11 have been reaccomplished and note 12 deleted. They are self explanatory.</p>		

TABLE 35-5 (Continued)

R U L E	A	B	C	D
	If documents are or pertain to	consisting of	which are	then
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 file was established by the decision authority, or 2 years from the date the decision authority added new derogatory information to the file. Correspondence accumulated as the result of processing a Digest File is retained until a decision is rendered by the decision authority. If the decision is to establish a file, accumulated correspondence will become a part of the file, however, if the decision is to terminate processing, accumulated correspondence will be destroyed. The decision authority, in certain justified instances, may direct that an active file be destroyed sooner than the specified retention period (see note 9). Files will be destroyed when officer separates, retires or dies (except as specified in note 11). (See notes 7, 8, 9, 10, 11)
17		copies of digest file correspondence, other than shown in rule 18	at unit, intermediate command, MAJCOM and SOA levels (other than AFMPC and ARPC)	destroy 1 year from date on most recent correspondence or when no longer needed, whichever occurs first.
18		* letters of notification that a file has been destroyed	at AFMPC and ARPC	destroy 3 years from date the related file is destroyed.
19			at unit, intermediate command, MAJCOM and SOA levels (other than AFMPC and ARPC)	destroy 1 year from date the related file is destroyed by AFMPC and ARPC.
20 ★		manual or mechanized logs or reference cards maintained for record system analysis and litigation	maintained at AFMPC and ARPC	destroy 10 years after the associated file was destroyed, or when retention is no longer warranted, whichever occurs earlier.

N/C

N/C

N/C

REC

TABLE 35-5 (Continued)

NOTES: 1. Rules apply to those copies not required by other directives to be filed in individual record group (see table 35-1).

2. If the custodian of the UIF has been notified that administrative elimination/demotion or court-martial action is under consideration, delay destruction pending completion of the action.

3. (Reserved)

4. Effective date is the date the individual initially acknowledges receipt of the unfavorable information or declines to do so within the time prescribed.

5. Where the documentation relates to the placement of the member in the drug abuse program under AFR 30-2, the retention period is 12 months or upon successful completion of the follow-on support phase of the rehabilitation program, whichever is later.

6. Subject to the policies and procedures outlined in AFR 35-32, UIF documents which were placed in the UIF under rule 1 of this table may be removed prior to the normal disposition date(s).

- * 7. Digest Files will be destroyed upon consideration for promotion by a Selection Board (and other boards held in conjunction with it, such as the Selective Continuation Board) after the Secretary of the Air Force has signed the promotion list, or upon promotion to first lieutenant. See note 8 for disposition of Digest Files on officers selected by promotion boards for possible show cause.
- * 8. When an officer who has a Digest File is identified by the promotion Selection Board for possible show cause for retention in the Air Force the Digest File is retained until the discharge action is finalized. A file so retained will be used only for the discharge determination and/or case; it will not be provided to subsequent promotion Selection Boards.
- * 9. An active Digest File may be destroyed upon redetermination by the decision authority as a result of additional information being considered. The additional information may come from the individual, commander, or other officials, or an investigative agency.
- * 10. A Digest File may be destroyed following receipt of nonjudicial punishment under Article 15, UCMJ, or conviction by court-martial, if either action is based upon facts and allegations which caused creation of the file, provided either action has been filed in subject's Officer Selection Record and appellate reviews are complete.
- * 11. Digest Files on officers who are separated (released from active duty) and transferred to AFRES are forwarded to ARPC/DPAAS.
- * 12. RESERVED.

AFR 35-56 (21)