

REQUEST FOR RECORDS DISPOSITION AUTHORITY <i>(See Instructions on reverse)</i>		LEAVE BLANK	
TO GENERAL SERVICES ADMINISTRATION NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408		JOB NO NCI-AFU-85-4	DATE RECEIVED 11-06-84
1 FROM (Agency or establishment) DEPARTMENT OF THE AIR FORCE		NOTIFICATION TO AGENCY	
2 MAJOR SUBDIVISION Directorate of Administration, HQ USAF		In accordance with the provisions of 44 U.S.C. 3303a the disposal request, including amendments is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10. If no records are proposed for disposal, the signature of the Archivist is not required.	
3 MINOR SUBDIVISION Records Mgt Branch			
4 NAME OF PERSON WITH WHOM TO CONFER Mrs Grace T. Rowe	5 TELEPHONE EXT. 694-3527	DATE Nov 29, 84	ARCHIVIST OF THE UNITED STATES <i>Rob K. Nae</i>
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, and that written concurrence from the General Accounting Office, if required under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies, is attached

A GAO concurrence is attached, or is unnecessary

B DATE 30 OCT 1984	C SIGNATURE OF AGENCY REPRESENTATIVE <i>Grace T. Rowe</i>	D TITLE GRACE T. ROWE Records Mgt Branch
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7 ITEM NO	8 DESCRIPTION OF ITEM <i>(With Inclusive Dates or Retention Periods)</i>	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN <i>(NARS USE ONLY)</i>
1	ADMINISTRATIVE ORDERS (Table 10-3) (Applicable Air Force-wide) The purpose of this submission is to change column B of rule 2 of the permanent orders to originals or record copies of the G-series special orders and the MO or movement orders. The G-series orders cover organization and installation actions, appointment of commanders, assumption of command, awards and decorations, memorialization program and dedication ceremonies. Our previous request to have rule 2 evaluated as permanent records was returned by NARS letter dated 30 June 1982. In your letter you stated, "Our appraisal has determined that only the G-series orders (regardless of date) are permanent." We believe that the MO or movement orders which direct the movement of units or detachments should also be considered as permanent. The movement orders are summaries of the more lengthly program directives (table 27-2, rules 13, 14 and 15) that direct movement of units or detachments. (See chapter 5 of AFR 10-7 attached.) The volume of movement orders is small. The permanent orders were consolidated in 1977 so that we would have sufficient volume to retire the orders (1 cubic foot). To the best of our knowledge there are over 3,000 cubic feet of these records at WNRC. Some earlier orders are at NPRC, we do not have the volume on these and there is a sprinkling of orders in the regional centers. The annual accumulation of the past permanent orders was about 250 cubic feet per year. We cannot accurately estimate the volume of G-series orders, but the volume would be small.	NCI-AFU-82-14	

3 items

Mass data change sheet attached to NCD transmittal memo to all FRC's. Copy of job sent to agency as enclosure to NCD's 11-30-84 letter. Copy of job sent to NNM by RAN on 11-30-84. Sent to all FRC's 12-3-84 per NC 85-56/NC 85-17 by CD. and to NNB

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STANDARD FORM 115 (REV 8-83)
Prescribed by GSA
FPMR (41 CFR) 101 11 4

REQUEST FOR RECORDS DISPOSITION AUTHORITY – CONTINUATION		JOB NO.	PAGE 2 OF 3
7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. GFS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARS USE ONLY)
2	<p>We, therefore, propose that the "permanent" orders in revised rule 2 be offered to National Archives in 10 year blocks when the latest document is 25 years old. (See chapter 2 of the attached AFR 10-7 for information on special orders.)</p> <p>Rule 2.1 is a new rule which will cover the originals or record copies of the A-series, aeronautical and reserve orders which were formerly in rule 2 with a retention period as permanent. We propose that these records be retained for 56 years. The rationale is that if an order is cut when the member is 19 years old then in 56 years the member should be 75 and administrative use of the record would have been ended. The A-series covers a variety of actions such as promotions, demotions, release from active duty, certain types of reenlistment, etc. The aeronautical orders are used to validate individual qualifications and aviation service; authorize and direct individual performance of duty that involves frequent individual participation and aerial flight; and to establish or terminate individual entitlement to aviation career incentive pay or hazardous duty incentive pay. (See chapter 4 of attached AFR 10-7 for details.) We have added Note 4 to rule 2.1. It provides that the aeronautical, reserve and A-series orders dated prior to 1964 may be retained at NPRC for reconstruction of military personnel records destroyed by the 1973 fire until no longer needed. When no longer needed, the approved retention period will be applied.</p> <p>Reserve orders are published for a variety of actions on Air Force Reserve personnel. (See chapter 3 of the attached AFR 10-7 for details.)</p>		
3	<p>Rule 3 Column B is changed to include the PB-series orders. These orders were formerly included in rule 2. The PA and PB-series of orders are group personnel actions and include the same information as would be required AF Forms 2095 and 2098 (see AFR 12-50, Vol II, table 35-4, rules 3 and 4.) One copy of the PB orders goes in the member's file. The AF Form 2095 and 2098 retention is destroy after 1 year, therefore, the PB orders may have this same retention period. See AFMPC letter of 12 Oct 1984 which explains the filing of the PB orders and AF Forms 2096 and 2098.</p>		

TABLE 10-3 ADMINISTRATIVE ORDERS

Item 1

Item 2

Item 3

R U L E	A	B	C	D
	If documents are or pertain to	consisting of	which are	then
*2	permanent orders	originals or record copies of G-series special orders and MO, Movement Orders	organized and maintained per AFR 10-7 (note 1)	retire as permanent (note 3)
*2.1	temporary orders	originals or record copies of A-series, aeronautical and reserve orders		destroy after 56 years (note 4)
*3		originals or record copies and background material for T-series, squadron nonprefixed single numbered series, M- P- PA- and PB- series special orders issued after calendar year 1966 and for T-series, squadron nonprefixed single-numbered series, and PA- and PB-series special orders.	[Amended by R. Wire per G. Rowe, 11-15-84]	destroy 1 year after annual cut-off
*	Note 2 Reserved			
*	Note 3	Offer to National Archives in 10 year blocks	when the latest documents in the block is	25 years old.
*	Note 4	Aeronautical, reserve and A-series orders dated prior to 1964 may be retained at NPRC for reconstruction of military personnel records needed. When no longer needed, the approved	destroyed by the 1973 fire until no longer retention period will be	applied.