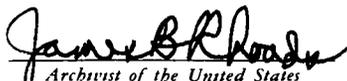


All free undifferentiated items

**REQUEST FOR AUTHORITY
TO DISPOSE OF RECORDS**

(See Instructions on Reverse)

LEAVE BLANK	
DATE RECEIVED APR 4 - 1973	JOB NO NN-173-204
NOTIFICATION TO AGENCY	
<p>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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10.</p>	
Date 4-17-73	 Archivist of the United States

**TO GENERAL SERVICES ADMINISTRATION,
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, D.C. 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 MR. R. J. NORMAN	5 TEL EXT 11-29239
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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 1 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified

3 APR 1973

R. E. Reilly

**R. E. REILLY, Chief
Documentation Management Branch
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
	<p>PROMOTION AND DEMOTION RECORDS (35-8)</p> <p>(Applicable Air Force-wide)</p> <p>Airman Promotions. The attached change to AFM 12-50, table 35-8, is to provide disposal standards for documents accumulated at the Air Force Military Personnel Center and at major command level which are used in assisting Consolidated Base Personnel Offices and the Air Force Military Personnel Center in carrying out objectives of the Airman Promotion Program. At present the documents would be retained permanently under AFM 12-50, table 10-1, rule 1, although the documents do not appear to have sufficient value to warrant permanent preservation for the Air Force. Major commands are monitoring agencies only, except for the exercise of E-8/E-9 promotions. Since promotion board records are destroyed after 5 years, there would be no value in maintaining the major command records/documents beyond that period since the command records would not assist in appeal actions without the board records.</p>	<p>NN-170-33 (10-1-1)</p>	

TABLE 35-8

PROMOTION AND DEMOTION RECORDS (see note)

RULE	A	B	C	D
	If documents are or pertain to	consisting of	which are	then
1	officer's promotion, demotion, or selection boards	proceedings, findings, and related documents	at HQ USAF and ARPC	retire as permanent.
2			at other than HQ USAF or ARPC	destroy 1 year after final action, or on inactivation, whichever is sooner.
3	airman promotions boards	proceedings, findings, special orders promoting airmen, and related documents		destroy 5 years after completion of board
4	airman promotion recommendations	recommendations	for individuals who died or became missing in action before promotion was effected	forward per AFR 39-29.
5			other than in rule 4	destroy on promotion or supersession, whichever is sooner
5.1 ★		inquiries, score requests, waivers, supplemental actions, and related documents not part of the board proceedings	at AFMPC and MAJCOM	destroy after 1 year.
5.2 ★		documents relating to removals from selection lists, waivers of criteria, and related documents not part of the board proceedings		destroy after 5 years.
6	airman demotions	recommendations for reduction in grade, and related documents	approved and demotion directed	retire as permanent.
7			disapproved	destroy after 3 months.

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Note Rules apply only to those not required by other directives to be filed in the individual record groups (see table 35-1)