

REQUEST FOR RECORDS DISPOSITION AUTHORITY

(See instructions on reverse)

LEAVE BLANK

JOB NO.

NI-AFU-89-26

DATE RECEIVED

6/30/89

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 Info Mgmt and Administration, SAF/AAD

3. MINOR SUBDIVISION

Information Management Policy Branch

4. NAME OF PERSON WITH WHOM TO CONFER

GRACE T. ROWE

5. TELEPHONE EXT.

694-3527

DATE

7/28/89

ARCHIVIST OF THE UNITED STATES

Clausen

NOTIFICATION TO AGENCY
In accordance with the provisions of 44 U.S.C. 3303, 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disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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.

E. 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; and that written concurrence from the General Accounting Office, if required under the provisions of Title B of the GAO Manual for Guidance of Federal Agencies, is attached.

A. GAO concurrence: is attached; or is unnecessary.

B. DATE

C. SIGNATURE OF AGENCY REPRESENTATIVE

D. TITLE

GRACE T. ROWE
Chief, Records Mgmt Policy Section
Directorate of Info Mgmt and Admin

27 JUN 1989

Grace T Rowe

7. ITEM NO

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

9. GRS OR SUPERSEDED JOB CITATION

10. ACTION TAKEN (NARS USE ONLY)

CLASSIFICATION AND ASSIGNMENT RECORDS
(Table 35-4)
(Applicable to 3507th Airman Classification Squadron Only)

1 Rule 34. Changed the disposition of assessment screening records to destroy after 1 year. Reason is that the Naval Postgraduate School, which destroyed them when no longer needed, no longer needs these Air Force records for research. Air Force now only needs these assessment screening records for one year.

NC1-AFU-84-7

2 Rule 35. Delete. Reason we added a disposition for nonassessment screening records is that these were the records not sent to Naval Postgraduate School for research. Since we no longer send the assessment screening records to this School, there then is no longer a need to make a distinction between assessment and nonassessment screening records. Both types are now kept in one file, and disposed of per Rule 34. The one year disposition now applies to the Rule 34 records.

Copy sent to Agency

3/8/90

TABLE 35-4

CLASSIFICATION AND ASSIGNMENT RECORDS

R U L E	A	B	C	D
	If records are	consisting of	which are	then
34	assessment screening records	biographical data, educational data, legal involvement, employment data, drug experience, physical or physiological disparities, credit information, character references and responses on basic training candidates for high risk jobs	at 3507th Airman Classification Squadron, Lackland AFB, Texas	*destroy after 1 year.
35	*(RESERVED)			

TABLE 35-4

CLASSIFICATION AND ASSIGNMENT RECORDS (see note 1)

R U L E	A	B	C	D	
	If the records are or pertain to	consisting of	which are	then	
1	personnel action forms (see note 2)	forms used to request, announce, effect and record personnel actions, record results of classification board proceedings, and report and record duty status changes	in Field Record Group	see table 35-1.	
2			accumulated by activities not covered by rules 3 through 10	destroy after 3 months or when no longer needed, whichever is sooner.	
3			classification/on-the-job training action (AF Form 2096) and duty status change (AF Form 2098)	at CBPOs and CRPOs	destroy after 30 days.
4			assignment/personnel action (AF Form 2095)		
5			forms, board actions and related records	at HQ USAF and MAJCOMs	
6				at unit of assignment and GSUs	destroy when superseded, obsolete, on reassignment or separation of individual, or on inactivation, whichever is sooner.
7				at CBPOs	destroy after 3 months or when no longer needed, whichever is sooner.
8	(RESERVED)				
9	personnel action forms used as legal evidence	copies of forms identified in rules 1 through 8	used as legal evidence in courts-martial or other legal proceedings	dispose of with court-martial or other legal proceedings to which they relate.	
10			not filed as an attachment or exhibit to legal proceedings	destroy when no longer needed.	
11	data change/suspense notifications	forms used to record discrepancies	on discrepancies detected during incoming/outgoing and annual records review	destroy at next record review.	
12			on discrepancies detected other than at the time of incoming/outgoing and annual review, and maintained at CBPO work unit	destroy when no longer needed or after next record review, whichever is sooner.	
13	officer career objective statement	forms used to communicate career goals to personnel managers at all levels	at HQ USAF, MAJCOMs and CBPOs	destroy when superseded or on separation, whichever is sooner.	
14	airman assignment preference statement (oversea volunteer statements)	AF Form 392	used to assign airmen to oversea preference	destroy 6 months after port reporting month to oversea preference.	
15	personnel selected for relocation	records pertaining to requisition, assignment, reassignment, separation or TDY	at MAJCOMs and major subordinate commands	destroy after 1 year.	
16	individual job descriptions	a job description for each established position		destroy when superseded, cancelled or on inactivation of activity, whichever is sooner.	
17	duty rosters, and individual duty status cards			see table 11-2.	
18	assignment preference applications/special duty assignments	letters, applications, DD Form 398, AF Forms 109 and related records required by AFR 39-11 (except AF Form 392)	approved	place in relocation folder.	
19			disapproved	return records to member.	

TABLE 35-4. CONTINUED				
R U L E	A	B	C	D
	If the records are or pertain to	consisting of	which are	then
20	(RESERVED)			
★21	personnel status reports	reports prepared by units collocated with a servicing CBPO to report duty status changes	at preparing unit	destroy when no longer needed (see note 3).
★21.1			at CBPOs	
★21.2	duty status change messages	messages prepared by geographically separated units from a servicing CBPO to report duty status changes		
★21.3			at preparing unit	
22	relocation folder	records assuring proper outprocessing from an activity on PCS or TDY, such as relocation preparation checklist, orders, record of emergency data, selection or nomination for training, and school quota/course project files	at CBPOs	destroy 3 months after report not later than date (RNLTD) month, completion of TDY, or when relocation action is cancelled (see note 4).
22.1		forms used to assure proper in-processing from an activity on PCS		destroy when all relocatable records are present and accounted for.
22.2		forms used to assure proper out-processing for Basic Military Training Graduates (see note 3)	at Air Force military training centers (ATC)	destroy after 3 months.
23	exchange officers	reports prepared by Allied Officers and submitted to officer's home service		destroy 5 years after exchange officer returns.
24		case files of administrative records on USAF and Allied officers		destroy 1 year after completion of assignment or no longer needed, whichever is sooner.
25	specialty evaluation	reports and related records	at HQ USAF/DPXO	retire as permanent.
26	military sponsor program	military sponsor program information forms at losing activity		forward to gaining command.
27		related correspondence	at losing activity	destroy when no longer needed.
28			at gaining activity	
29	AF Specialty Code (AFSC) Conversion Report	reports which provide estimates of authorizations which will be reflected in AFSCs being affected by conversion actions		destroy when next conversion action is announced in AFR 39-1 is processed.
30	advanced academic degree (AAD) requirements	requests to establish/change AAD positions, AF education requirements, board reports and related correspondence used to establish, change or delete an AAD requirement in the manpower data system for line of the AF commissioned officers in grade of colonel and below in accordance with AFR 36-19	kept by supervisors, HQ USAF, and MAJCOM functional managers	destroy when superseded or when AAD requirement is deleted.
31			(RESERVED)	
32			approved AAD requirements for changes in the manpower data system	see table 26-1.
33	enlisted aide assignments	semiannual report, RCS: HAF-MPX(Q)7401, which identifies personnel actions related to the allocation and assignment of AF enlisted aides		destroy when superseded, obsolete or no longer needed.
34	assessment screening records	biographical data, educational data, legal involvement, employment data, drug experience, physical or physiological disparities, credit information, character references and responses on basic training candidates for high risk jobs.	at 3507th Airman Classification Squadron, Lackland AFB, Texas	retain for one year after calendar year cutoff then send to Naval Postgraduate School, Dept of Administrative Services, Code 54Ea, Monterey CA 93940, where they will be destroyed when no longer needed for research.
35	nonassessment screening records	biographical data, qualification information and all individual processing data used in the classification process	3507 ACS Airman Classification Squadron, Lackland AFB, Texas	destroy after 1 year.