

**REQUEST FOR AUTHORITY  
TO DISPOSE OF RECORDS**

*(See Instructions on Reverse)*

*12 items*

TO: GENERAL SERVICES ADMINISTRATION  
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408

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DATE RECEIVED <b>JAN 10 1977</b>	JOB NO. <b>NC 1 - AFU-77-68</b>
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 "with-drawn" in column 10.	
3-11-77 (Date)	<i>James B. Rhoads</i> Archivist of the United States

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. J. E. Dagwell
5. TEL. EXT.  
767-5401
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 4 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified.

3 JAN 1977

*Herbert G. Geiger*  
(Signature of Agency Representative)

HERBERT G. GEIGER, Chief  
Documentation Systems Division  
Directorate of Administration  
(Title)

Date

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
1	<p align="center"><b>PROMOTION AND DEMOTION RECORDS (35-8) (Applicable Air Force-wide)</b></p> <p>This submission revises disposition and descriptive criteria for Promotion and Demotion Records, Air Force Manual 12-50, Table 35-8.</p> <p>Rule 1 is amended to reflect proposed reduction in retention period from permanent to "retain for 5 years and retire to WNRC to be destroyed after 50 years."</p> <p>Rule 3 is amended to reflect proposed change in retention period from 5 years to "retain for 5 years and retire to WNRC to be destroyed after 50 years." These records have the same retention requirements as officer records, rule 1, and are needed to support follow-on actions of research and functional documentation. They are needed to insure the protection of individual rights in applying for the correction of military records and to meet needs for litigation reports in the event of civil suits. These are long-cycle activities which can significantly exceed the current disposition schedule.</p> <p>Rule 4 has been added to show different retention for the documentation at the Consolidated Base Personnel Offices (CBPO).</p>	<p>NN-170-33 and NC-AFU-75-5</p>	

*Sent to agency, NCW - 3/15/77 JB*

SF Form 115 continued

Rules 8 and 10 are added to cover records maintained at the CBPO. Retention period is 1 year after end of cycle.

Rule 11 is amended to reflect proposed reduction in retention period from permanent to 5 years. There is no justification for permanent retention of these supporting documents.

The attached revision will adequately satisfy Air Force requirements.

\* TABLE 35-8

## PROMOTION AND DEMOTION RECORDS (see note)

R U L E	A	B	C	D
	If documents are or pertain to	consisting of	which are	then
1	officer's promotion, demotion, on selection boards	proceedings, findings, and related documents	at HQ USAF and ARPC	retain for 5 years and retire to WNRC to be destroyed after 50 years.
2			at other than HQ USAF or ARPC	destroy 1 year after final action or on inactivation whichever is sooner.
3	airman promotions	board proceedings, findings, and related documents	at AFMPC and ARPC	retain for 5 years and retire to WNRC to be destroyed after 50 years.
4			at CBPO	destroy 1 year after approval.
5		recommendations	for individuals who died or became missing in action before promotion was effected	forward per AFR 39-29.
6			other than in rule 5	destroy on promotion or super- session, whichever is sooner.
7		inquiries, waivers, supple- mental actions, and related documents not part of the board proceedings	at AFMPC and MAJCOM	destroy after 1 year.
8			at CBPO	destroy 1 year after end of cycle.
9		documents relating to re- movals from selection lists, waivers of criteria, and re- lated documents not part of the board proceedings	at AFMPC and MAJCOM	destroy after 5 years.

TABLE 35-8 (Continued)

R U L E	A	B	C	D
	If documents are or pertain to	consisting of	which are	then
10			at CBPO	destroy 1 year after end of cycle.
11	airman demotions	recommendations for reduction in grade, and related documents	approved and demotion directed	destroy after 5 years.
12			disapproved	destroy after 3 months.
<p>Note: Rules apply only to those not required by other directives to be filed in the individual record groups (see Table 35-1).</p>				
<p>ABBREVIATIONS USED:</p> <p>ARPC = Air Reserve Personnel Center  AFMPC= Air Force Military Personnel Center  MAJCOM= Major Command</p>				