

**REQUEST FOR AUTHORITY
TO DISPOSE OF RECORDS**

(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

3. MINOR SUBDIVISION

DOCUMENTATION SYSTEMS DIVISION

4. NAME OF PERSON WITH WHOM TO CONFER

MRS. M.B. FOURAKER

5. TEL. EXT.

767-4495

6. CERTIFICATE OF AGENCY REPRESENTATIVE:

LEAVE BLANK	
DATE RECEIVED 9 NOV 1977 NC1-AFU-	JOB NO. 78-10
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.	
11-11-77 (Date)	<i>James B. Roads</i> 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 2 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified.

1 NOV 1977

Herbert G. Geiger

**HERBERT G. GEIGER, Chief
Documentation Systems Division
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
1.	<p align="center">CLASSIFICATION AND ASSIGNMENT RECORDS (TABLE 35-4) (Applicable Air Force-Wide)</p> <p>This submission proposes to reduce the retention period for copies of personnel status reports maintained in the Central Base Personnel Office (CBPO) work unit from "destroy after 1 year" to "destroy after 3 months."</p> <p>This change will eliminate a large volume of documentation which serves no useful purpose after a three month period. It will also establish the same retention period as for the copies maintained by the preparing unit. Documentation is presently covered by rules 21 and 21.1. The proposed retention is considered adequate to meet Air Force needs. (Submission of this proposal to GAO is not contemplated nor considered necessary.)</p>	NN170-33	

Sent to agency - 11/18/77

2 items

18 July 1977

18 & 19	individual duty status cards			see table 11-2.
20	sign in/out registers	documents which record arrival, departure, signature, and other data	in preparing unit	destroy after 3 months.
21	personnel status reports	reports prepared by units collocated with a servicing CBPO to report duty status changes		
21.1			in CBPO work unit	*
21.2	duty status change messages	messages prepared by units geographically separated from a servicing CBPO to report duty status changes		destroy after 1 year.
21.3			in preparing unit	destroy after 3 months.
22	departure records	forms used to assure proper out-processing from an activity on PCS or TDY (note 3)		destroy after 6 months.
22.1		forms used to assure proper in-processing from an activity on PCS		destroy when all releasable documents are present and accounted for.
22.2 *		forms used to assure proper out-processing for Basic Military Training Graduates (note 3)	at Air Force Military Training Center (ATC)	destroy after 3 months.
23	exchange officers	reports submitted to officer's home service	prepared by Allied officers	destroy 5 years after exchange officer returns.
24		case files of administrative documents	on USAF and Allied officers	destroy 1 year after completion assignment, or when no longer needed, whichever is sooner.
25	specialty evaluation	reports and related records	at HQ USAF/DPXOS	retire as permanent.

10-65

AFM 12-50 (C16)