

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

LEAVE BLANK	
JOB NO NC1-AFU-80-3	
DATE RECEIVED 10-18-79	
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10	
Date <i>11-8-79</i>	<i>James P. O'Neil</i> Archivist of the United States

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
1947 Administrative Support Group (HQ USAF)

3. MINOR SUBDIVISION
Information Management & Resources Division

4. NAME OF PERSON WITH WHOM TO CONFER

5. TEL EXT

Grace T. Rowe

694-3527

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 2 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified.

A Request for immediate disposal.

B Request for disposal after a specified period of time or request for permanent retention.

C. DATE 11 OCT 1979	D. SIGNATURE OF AGENCY REPRESENTATIVE <i>Herbert G. Geiger</i>	E. TITLE HERBERT G. GEIGER, Chief Information Mgt and Resource Div
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7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	<p align="center">Classification and Assignment Records (Table 35-4) (Applicable AF-wide)</p> <p>The purpose of this submission is to establish disposal authorities for rules 21.2 and 22. In rule 21.2, we request change from destroy after 1 year to destroy after 3 months. This change will eliminate a large volume of documentation which serves no useful purpose after 3 months. Rule 22 covers the relocation folders. The disposition may be changed from destroy after 6 months to destroy 3 months after report not later than date month, upon completion of temporary duty, or when relocation action is cancelled. This holding period will amply serve our purpose.</p> <p>The proposed disposal authorities will satisfy our current requirements.</p>	NCI-AFU-78-10	

Sent copies to agency NWM, DE 11-8-79

2 items

TABLE 35-4 (Continued)

R U L E	A	B	C	D
	If documents are or pertain to	consisting of	which are	then
21.2	duty status change messages	messages prepared by unit geographically separated from a servicing CBPO to report duty status changes	in CBPO work unit	*destroy after 3 months
22	*relocation folder	forms used to assure proper outprocessing from an activity on PCS or TDY (note 3)	*in CBPO	*destroy 3 months after RNLTD month, upon completion of TDY, or when relocation action is cancelled

Explanation of abbreviations:
 PCS = Permanent Change of Station
 TDY = Temporary Duty
 CBPO = Consolidated Base Personnel Office
 RNLTD = Report Not Later Than Date