

2/20/80

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

LEAVE BLANK	
JOB NO	NCL-AFU-80-11
DATE RECEIVED	2-20-80
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10	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	4-22-80
Signature	James E. O'Neil
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 and Resources Division

4 NAME OF PERSON WITH WHOM TO CONFER

Mrs Grace T. Rowe

5. TEL EXT

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	D SIGNATURE OF AGENCY REPRESENTATIVE	E TITLE
6 FEB 1980	<i>Herbert G. Geiger</i>	HERBERT G. GEIGER, Chief Information Mgt and Resource Div

7 ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 SAMPLE OR JOB NO	10. ACTION TAKEN
1	PROMOTION & DEMOTION RECORDS (Table 35-8, Applicable Air Force-wide) The purpose of this submission is to add rules 2.1-2.4 to cover disposition of documentation pertaining to regular appointments, and indefinite reserve status. These changes will standardize retention period of regular Air Force appointment documentation at all Consolidated Base Personnel Offices (CBPO).	NCL-AFU- ⁷⁷⁻ 68- ^Λ	

6 items

Copy to agency, all FRC's Closed 4-29-80

TABLE 35-8

Promotion and Demotion Records (see note 1)

[Amended by R. W. per G. Rowe, 4/14/80]

R U L E	A If documents are or pertain to	B consisting of	C which are	D then
1	*officer's appointments, promotion, demotion selection boards	proceedings, findings and related documents	*at AFMPC and ARPC	retain for 5 years and return to WNRC to be destroyed after 50 years (See note 2) [R.W. per G.R., 4/14/80]
2			*at other than AFMPC and ARPC	destroy 1 year after final action or on inactivation, whichever is sooner
2.1 *	regular appointments and indefinite reserve status	eligible and ineligible listings	at AFMPC	see rule 1
2.2 *			at other than AFMPC	destroy 6 months after all actions have been completed for that board
2.3 *		acceptance oaths/statements, medical certificates, statements of declination	at AFMPC and CBPOs	see table 35-1, rule 1
2.4 *			at other than AFMPC and CBPOs	destroy 6 months after all actions have been completed for that board
<p>Explanation of Abbreviation/Symbols:</p> <p>AFMPC Air Force Manpower and Personnel Center ARPC Air Reserve Personnel Center CBPO Consolidated Base Personnel Office WNRC Washington National Records Center</p> <p>Note 2: Retain for 5 years and then return to WNRC.</p> <p>[R.W. per G.R., 4/14/80]</p>				