

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

Wallace
9/24/81 ✓

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 Management

4. NAME OF PERSON WITH WHOM TO CONFER

Mrs Grace T. Rowe

5. TEL EXT

694-3527

LEAVE BLANK

JOB NO

NCI-AFU-81-77

DATE RECEIVED

September 24, 1981

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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10

11-23-81 *[Signature]*
Date Archivist of the United States

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

17 SEP 1981

D. SIGNATURE OF AGENCY REPRESENTATIVE

[Signature: J.E. Dagwell]

E. TITLE

JAMES E. DAGWELL
Documentation Management Branch
Information Mgmt and Resources Div

7. ITEM NO

1

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

Classification and Assignment Records (Table 35-4)
(Applicable Air Force-wide)

The purpose of this submission is to change the disposition standard for rule 3 from permanent to destroy after 1 year. The Consolidated Base Personnel Office (CBPO) copies have no continuing value after 1 year. The files that protect the legal and financial rights of the individual are filed in the Personnel Records Group files.

9. SAMPLE OR JOB NO

NN-170-33

10. ACTION TAKEN

1 item

[Annotated page changes to AFM 12-50 (pp. 10-63 & 10-64) and mass data change sheets to be transmitted to all FRC's for RG's 341 and 342]

Copy of job sent to NRM by RAW, 11/25/81.

Closed Out: 12-3-81: K.T.D. Copy to All FRC's

TABLE 35-4

Classification and Assignment Records (Note 1)

R U L E	A	B	C	D
	If documents are or pertain to	consisting of	which are	then
3		Classification/on-the- job training actions (AF Form 2096), duty status changes (AF Form 2098) and classification board actions (AF Form 2097)	consolidated base personnel office (CBPO) copies	* destroy after 1 year