

**REQUEST FOR RECORDS DISPOSITION AUTHORITY**  
(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, HQ USAF**

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  
**NCL-AFU-83-51**

DATE RECEIVED  
**12-27-82**

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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10

**1-28-83** *John W. May*  
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 3 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  
**22 DEC 1982**

D SIGNATURE OF AGENCY REPRESENTATIVE  
*James E. Dagwell*

E TITLE  
**JAMES E. DAGWELL**  
**Chief, Documentation Management**  
**Directorate of Administration**

7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
1	<p><b>INDIVIDUAL MILITARY RECORDS (Table 35-1)</b> <b>(Applicable to Air Force Intelligence Service)</b></p> <p>The submission adds rule 3.2 to AFM 12-50. The present rule 3 has been incorporated with the revised rule 2. This job on revised rule 2 is now at NARS for consideration. We must reserve rule 3 temporarily. An informational type file is required at the Directorate of Air Attache Affairs, Air Force Intelligence Service (AFIS). This office is responsible for the selection of Air Force attache personnel and monitoring the career of attaches. The nomination files for selected and non-selected attaches are in this series. It also contains career briefs, information copies of effectiveness reports, statement of personal history, Armed Forces Language Aptitude and Proficiency Test scores, medical fitness statements, autobiographies, history of the family and photographs. The file also contains copies of miscellaneous items from the individuals' military personnel record.</p> <p>The Air Attache office needs to keep until no longer needed or when the member leaves the attache service. This retention period is reasonable. When non-selected applicants are nominated again, the individual's folders</p>	<del>NCL-AFU-82-22</del>	1 item

115-107 No mass data change sheet required. Copy of job sent to NNAF by RAN on 2/8/83. Copy to agency, 2-18-83; RB.

Request for Records Disposition Authority—Continuation		JOB NO	PAGE OF 2 3
7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
	<p>can be activated and brought up-to-date readily. This saves a lot of processing time. The selected folders are used as long as the individual is in the attache service to monitor their career. The records can be destroyed when it is determined that the person will not be nominated again, when the individual leaves the attache service or when the records are no longer needed for reference purposes. They will not be entered into the federal records center system.</p>		

TABLE 35-1, Individual Personnel Records

R U L E	A	B	C	D
	If documents are or pertain to	consisting of	which are	then
3.2 *	Air Attache Informational Personnel Records	career briefs, selected and non-selected packages and related documents which pertain to air attaches	at Directorate of Air Attache Affairs, Air Force Intelligence Service	destroy when no longer needed or when member leaves attache service.