

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 NCI-AFU-84-19	
DATE RECEIVED 1/24/84	
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the disposal request, including amendments is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10	
2-21-84 Date	<i>Robert K. Kar</i> 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 20 JAN 1984	D SIGNATURE OF AGENCY REPRESENTATIVE <i>Grace T Rowe</i>	E TITLE GRACE T. ROWE Documentation Management Branch
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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
1	<p>INDIVIDUAL MILITARY PERSONNEL RECORDS (Table 35-1) (Applicable at AFMPC and ARPC)</p> <p>The purpose of this submission is to add a rule 7.1 to cover internal written memoranda generated by members, presidents, and recorders of the Officer/Airman Personnel Review Boards at the air force Manpower Personnel Center (AFMPC) and the Air Reserve Personnel Center (ARPC) which serve as a communications medium in the proceedings of the boards. The memoranda are used by board presidents in evaluating each appeal application prior to rendering a decision. Once a decision is made and recorded by the board presidents, the memoranda ceased to be useful and can be destroyed. Disposition should read: "destroy on completion of Review Board actions."</p>		

No mass data change sheet required. Copy of job sent to agency and to NNM by RAW on 2-29-84

1 item

TABLE 35-1 Individual Military Personnel Records

R U L E	A If documents are or pertain to	B consisting of	C which are	D then
* 7.1	correction of military records of officers and airmen	working papers, memoranda, or other internal written commentary generated by board member, board presidents or board records	accumulated by the Review Board at AFMPC and ARPC under AFR 31-11	destroy on completion of Review Board actions.