

REQUEST FOR RECORDS DISPOSITION AUTHORITY <i>(See Instructions on reverse)</i>		LEAVE BLANK	
TO: GENERAL SERVICES ADMINISTRATION NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408		JOB NO. NCI-AFU-85-32	DATE RECEIVED 6-26-85
1. FROM (Agency or establishment) DEPARTMENT OF THE AIR FORCE		NOTIFICATION TO AGENCY	
2. MAJOR SUBDIVISION Directorate of Administration, HQ USAF		In accordance with the provisions of 44 U.S.C. 3303, the disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10. If no records are proposed for disposal, the signature of the Archivist is not required.	
3. MINOR SUBDIVISION Records Mgt Branch			
4. NAME OF PERSON WITH WHOM TO CONFER Mrs Grace T. Rowe	5. TELEPHONE EXT. 694-3527	DATE Oct. 29, 1985	ARCHIVIST OF THE UNITED STATES <i>Frank A. Burke</i>

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; and that written concurrence from the General Accounting Office, if required under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies, is attached.

A. GAO concurrence: is attached; or is unnecessary.

B. DATE 19 JUN 1985	C. SIGNATURE OF AGENCY REPRESENTATIVE <i>Grace T Rowe</i>	D. TITLE GRACE T. ROWE Records Management Branch Directorate of Administration
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7. ITEM NO.	8. DESCRIPTION OF ITEM <i>(With Inclusive Dates or Retention Periods)</i>	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN <i>(NARS USE ONLY)</i>
1	<p>CLASSIFICATION AND ASSIGNMENT RECORDS (Table 35-4) (Applicable Air Force-wide)</p> <p>The purpose of this submission is to change the retention period in table 35-4, rules 3 and 4 from destroy after 1 year to destroy after 30 days.</p> <p>The Air Force has a Model Installation Program in which work simplification procedures are being studied. The Model Installation Program Review and Implementation Committee initiative proposal to reduce the retention period for AF Forms 209X retained in the Consolidated Base Personnel Office (CBPO) and the Consolidated Reserve Personnel Office (CRPO) from 1 year to 30 days was selected for Air Force-wide adoption. Request approval of our recommendations.</p>	NCI-AFU-81-77	2 items

copy to Air Force Oct 24, 1985

TABLE 35-4
CLASSIFICATION AND ASSIGNMENT RECORDS (see note 1)

R U L E	A If the documents are or pertain to	B consisting of	C which are	D then
1	personnel action forms (see note 2)	No Change	No Change	No Change
2				
Item 1 *3		classification/on-the-job training actions (AF Form 2096) and duty status changes (AF Form 2098)	at CBPOs and CRPOs	destroy after 30 days.
Item 2 *4		assignment/personnel actions (AF Form 2095)		

TABLE 35-4

CLASSIFICATION AND ASSIGNMENT RECORDS (see note 1)

RULE	A	B	C	D
	If the documents are or pertain to	consisting of	which are	then
1	personnel action forms (see note 2)	forms used to request, announce, effect and record personnel actions, record results of classification board proceedings, and report and record duty status changes	in Field Record Group	see table 35-1.
2			accumulated by activities not covered by rules 3 through 10	destroy after 3 months or when no longer needed, whichever is sooner.
3		classification/on-the-job training actions (AF Form 2096) and duty status changes (AF Form 2098)	at CBPOs and CRPOs	destroy after 1 year.
4		assignment/personnel actions (AF Form 2095)		
5		forms, board actions and related documents		
6			at HQ USAF and MAJCOMs	destroy when superseded, obsolete, on reassignment or separation of individual, or on inactivation, whichever is sooner.
7			at unit of assignment and GSUs	
			at CBPOs	destroy after 3 months or when no longer needed, whichever is sooner.
8	classification board actions	forms used to record results of classification board proceedings		dispose of with personnel action forms in rules 1 through 7.
9	personnel action forms used as legal evidence	copies of forms identified in rules 1 through 8	used as legal evidence in courts-martial or other legal proceedings	dispose of with court-martial or other legal proceedings to which they relate.
10			not filed as an attachment or exhibit to legal proceedings	destroy when no longer needed.
11	data change/suspense notifications	forms used to record discrepancies	on discrepancies detected during incoming/outgoing and annual records review	destroy at next record review.
12			on discrepancies detected other than at the time of incoming/outgoing and annual review, and maintained at CBI/O work unit	destroy when no longer needed or after next record review, whichever is sooner.
13	officer career objective statement	forms used to communicate career goals to personnel managers at all levels	at HQ USAF, MAJCOMs and CBPOs	destroy when superseded or on separation, whichever is sooner.
14	airman assignment preference statement (overseas volunteer statements)	AF Form 392	used to assign airmen to overseas preference	destroy 6 months after port reporting month to overseas preference.
15	personnel selected for relocation	documents pertaining to requisition, assignment, reassignment, separation or TDY	at MAJCOMs and major subordinate commands	destroy after 1 year.
16	individual job descriptions	a job description for each established position		destroy when superseded, cancelled or on inactivation of activity, whichever is sooner.
17	duty rosters, and individual duty status cards			see table 11-2.
18	(RESERVED)			
19	(RESERVED)			

Background (Current Table 35-4)

TABLE 35-4—Continued

R U L E	A	B	C	D
	If the documents are or pertain to	consisting of	which are	then
20	(RESERVED)			
21	personnel status reports	reports prepared by units collocated with a servicing CBPO to report duty status changes	at preparing unit	destroy after 3 months.
21.1			at CBPOs	
21.2	duty status change messages	messages prepared by geographically separated units from a servicing CBPO to report duty status changes		
21.3			at preparing unit	
*22	relocation folder	forms used to assure proper outprocessing from an activity on PCS or TDY (see note 3)	at CBPOs	destroy 3 months after report not later than date month, upon completion of TDY, or when relocation action is cancelled (see note 4).
22.1		forms used to assure proper in-processing from an activity on PCS		destroy when all relocatable documents are present and accounted for.
22.2		forms used to assure proper out-processing for Basic Military Training Graduates (see note 3)	at Air Force military training centers (ATC)	destroy after 3 months.
23	exchange officers	reports prepared by Allied Officers and submitted to officer's home service		destroy 5 years after exchange officer returns.
24		case files of administrative documents on USAF and Allied officers		destroy 1 year after completion of assignment or when no longer needed, whichever is sooner.
25	specialty evaluation	reports and related records	at HQ USAF/MPXO	retire as permanent.
26	military sponsor program	military sponsor program information forms at losing activity		and to gaining CBPO.
27		related correspondence	at losing activity	destroy when no longer needed.
28			at gaining activity	
29	AF Specialty Code (AFSC) Conversion Report	reports which provide estimates of authorizations which will be reflected in AFSCs being affected by conversion actions		destroy when next conversion action is announced in AFR 39-1 is processed.
30	advanced academic degree (AAD) requirements	requests to establish/change AAD positions, AF education requirements, board reports and related correspondence used to establish, change or delete an AAD requirement in the manpower data system for line of the AF commissioned officers in grade of colonel and below in accordance with AFM 36-19	kept by supervisors, HQ USAF, and MAJCOM functional managers	destroy when superseded or when AAD requirement is deleted.
*31			(RESERVED)	
32			approved AAD requirements for changes in the manpower data system	
33	enlisted aide assignments	semiannual report, RCS: HAF-MPX(Q)7401, which identifies personnel actions related to the allocation and assignment of AF enlisted aides		destroy when superseded, obsolete or no longer needed.
34	assessment screening records	biographical data, educational data, legal involvement, employment data, drug experience, physical or physiological disparities, credit information, character references and responses on basic training candidates for his risk jobs	at 3507th Airman Classification Squadron, Lackland AFB, Texas	retain for one year after calendar year cutoff then send to Naval Postgraduate School, Dept of Administrative Services, Code 54Ea, Monterey CA 93940, where they will be destroyed when no longer needed for research.

NOTES:

1. Rules apply to those copies not required by other directives to be filed in military personnel records groups (see table 35-1).

2. When recommended actions are disapproved and no alternate actions are substituted by approving or convening authority, retain one copy for CBPO administrative section, and return original and all

Background: Current Table-35-4

other copies to the originator.

3. These records include copies of DD Form 93, Record of Emergency Data, retained by CBPO or GSU when members are reassigned PCS.

4. TDY relocation documentation pertaining to school/training quotas may be filed and destroyed in accordance with table 50-1, rule 1.

Background: Current Table 35-4