

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-85-40	DATE RECEIVED 9-10-85
1 FROM (Agency or establishment) DEPARTMENT OF THE AIR FORCE		NOTIFICATION TO AGENCY In accordance with the provisions of 44 U.S.C. 3303e 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disposal request, including amendments is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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.	
2 MAJOR SUBDIVISION Directorate of Administration, HQ USAF			
3 MINOR SUBDIVISION Records Management Branch			
4 NAME OF PERSON WITH WHOM TO CONFER Grace T. Rowe	5 TELEPHONE EXT. 694-3527	DATE 1-15-86	ARCHIVIST OF THE UNITED STATES <i>Frank A. Buntz</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 5 SEP 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	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN 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>
	<p style="text-align: center;">INDIVIDUAL MILITARY PERSONNEL RECORDS (Table 35-1) (Applicable Air Force-wide)</p> <p>The purpose of this submission is to change the retention period in rule 2 to "destroy 90 days after individual is reassigned, discharged, retired or upon unit inactivation (see notes 1 and 2)."</p>	NCI-AFU-83-45	1 item

TABLE 35-1 INDIVIDUAL MILITARY PERSONNEL RECORDS

R U L E	A	B	C	D
	If documents are or pertain to	consisting of	which are	then
*2	Personnel information file	extra copies of documents covered elsewhere in this regulation or other records necessary to manage the member at the unit/supervisor level which are kept by the commanders and supervisors in the Command/Supervisor Assigned Personnel Information File		destroy 90 days after individual is reassigned, discharged, retired, or upon unit inactivation (see notes 1 and 2).

35. **Military Personnel.** Tables in this series cover documentation pertaining to administration of the military personnel program as it affects both officers and airmen, and military personnel records for active duty and retired personnel, whether Regular or Reserve. Disposition instructions apply to all copies except those documents filed in the military personnel records groups. Records accumulated under the 31, 35, and 36 publications series are included.

TABLE 35-1
INDIVIDUAL MILITARY PERSONNEL RECORDS

R U L E	A If the documents are or pertain to	B consisting of	C which are	D then
*1	Master Personnel Record Group	documents which comprise the history of an individual's military service required by AFR 35-44 to be filed in the Master Personnel Record Group	at HQ AFMPC and HQ ARPC <i>[NCI-AFU-80-29 NCI-AFU-83-48 correspondence on retirement instructions]</i>	manage according to AFR 35-44 and retire to NPRC after HQ AFMPC and HQ ARPC complete all personnel actions (e.g., discharge, retirement, dismissal, pay at age 60) pertaining to the individual (see note 4)
1.1	Command Record Group or Field Record Group	documents which comprise the history of an individual's military service required by AFR 35-44 to be filed in the Command Record Group and/or the Field Record Group		dispose of per AFR 35-44
*2	personnel information file	extra copies of documents covered elsewhere in this regulation or other documents necessary to manage the member at the unit/supervisor level which are kept by the commanders and supervisors in the Command/Supervisor Assigned Personnel Information File		destroy when individual is reassigned, discharged, or retired, or upon unit deactivation (see notes 1 and 2)
*3		(RESERVED)		
3.1		documents pertaining to medical professional staff concerning their professional papers, accomplishments, research, speeches, doctor/patient relationship, etc	at HQ AFMSC/SGP	destroy on reassignment, separation, inactivation of activity, when no longer needed, or after 5 years, whichever is sooner (see notes 1, 2)
*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, HQ AFIS	destroy when no longer needed or when members leaves attache service
4	correction of military records of officers and airmen	policies, opinions, and other documents pertinent to the establishment and function of the AF Board for Correction of Military Records (SAF/MICB(S)) accumulated by the board under AFRs 31-3 and 31-11	at SAF/MICB(S)	retire as permanent <i>[Lunsche deleg.]</i>
5	<i>[per NCI-AFU-84-29, Item 1, approved 3-26-85, RAW]</i>	case files or logs of board findings and resumes of actions taken, or logs of cases received with statement of actions taken <i>[AF Board of Correction of Military Records]</i>	at SAF/MICB	destroy after 75 years.
6			at HQ AFMPC and HQ ARPC	destroy after 3 years
7			at other than SAF/MICB(S) and HQ AFMPC and HQ ARPC	destroy after 2 years or when individual transfers or separates from service, whichever is sooner
*7.1	correction of military records of officers and airmen	working papers, memoranda, or other internal written commentary generated by board members, board presidents or board recorders	accumulated by the Review Board at AFMPC and ARPC under AFR 31-11	destroy on completion of Review Board actions <i>[per NCI-AFL-84-19, approved 2-21-85]</i>
8	personnel deployment information package (PDIP)	documents which individuals must hand-carry on deployment for management purposes at deployment site used only when individual is deployed and maintained during entire period of deployment		destroy when individual has in-processed at home station on completion of deployment (EXCEPTION return passports per AFR 30-4)

Background: Current Table 35-1

TABLE 35-1—Continued

R U L E	A	B	C	D
	If the documents are or pertain to	consisting of	which are	then
*9 62	service number register files	registers, logs or comparable records used to identify individuals to whom specific service numbers were assigned, or to control the allotment and sub-allotment of blocks of service numbers obtained from Department of the Army, 1947-July 1969		transfer to NPRC (MPR) and destroy when no longer needed in the reconstruction of military personnel records
10	absentee/deserter case files	DD Form 553, Absentee Wanted by the Armed Forces, DD Form 616, Report of Return of Absentee Wanted by the Armed Services, and related documents, concerning the member's unauthorized absence and return to military control	original documents initiated at CBPOs and copies at HQ AFMPC/MPCAKE	dispose of per AFR 35-44
11			at MAJCOM OPRs	destroy 1 year after the unauthorized absence is terminated
12			at security police and other base agencies	see table 125-1
*13 C-	weight management program or fitness improvement training (FIT) program case files	correspondence, administrative actions, summaries, counseling records, AF Fm 393, Individual Records for weight management and fitness improvement training (FIT) programs, AF Fm 1975 (personal fitness progress chart), individual notification correspondence and other related documents required by AFR 35-11		destroy 1 year after removal from program(s) or 90 days after separation or retirement whichever is sooner (see note 3)
*13.1	individual fitness and weight evaluation record (AF Form 379)	a member's physical fitness weight evaluation		maintain with reaccomplished form, destroy 90 days after separation or upon retirement, whichever is sooner (see note 3)
14	dependent care responsibilities	statement of understanding, and commander's memo for record of annual unit briefing		destroy when superseded or upon PCS, whichever is sooner
15		automated listing of assigned single member sponsors and military couples with dependents	at CBPOs	destroy when superseded
*16	Individual Mobilization Augmentee (IMA) annual status report	reports pertaining to authorized and assigned IMA levels and force readiness	at HQ USAF/MPXX and AF/RE, MAJCOMs, HQ AFMPC and HQ ARPC	destroy after 3 years
*17	Civilian/Military Service Review Cards	control cards showing determinations of active duty type discharge for civilian/contractor personnel (Public Law 95-202)	at Boards and Correction Section, Air Force Manpower and Personnel Center (AFMPC/MPCDOA)	retire as permanent (see note 7) [NCI-AFU-82-52]
*18			at other than AFMPC/MPDOA	destroy 2 years after service credit determination is made
*19 NCI-AFU-80-29	AF morning reports and indexes	morning reports containing information on gains, losses, or changes in status of personnel assigned to a unit, 1947-1966 and indexes	at NPRC (MPR)	dispose of in January 2042, if no longer needed in documenting military service (see note 6)

NOTES

- 1 If otherwise releasable, documents eligible for destruction may be given to individual concerned, in lieu of destruction
- 2 At the discretion of the MAJCOM, informational personnel records may be transferred to gaining CBPO for intracommand reassignments
- 3 Operational instructions for disposition of these documents/forms upon reassignment (PCS/PCA), expiration or conversion of forms, etc., are contained in AFR 35-11
- 4 Offer to the National Archives 75 years after retirement of the Master Personnel Records (MPR) to NPRC National Archives, after

[for NCI-AFU-80-29]

Background

consultation with the AF, historians, genealogists and other concerned parties, will determine the disposition of the MPR. All or some of the MPR will be designated archival and accessioned into the Archives' holdings. Any MPR not selected for archival preservation may be either donated to an appropriate institution or destroyed.

- 5 Reaccomplish card(s) are attached to current card
- 6 This is a discontinued documentation series consisting of approximately 6,500 cubic feet of records. The morning reports for the period 1947-1959 are on microfilm, while those for 1959-1966 are on paper. They can be disposed of 75 years after date of latest report, i.e., 2042.