

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

Rec 5/15/80 ✓

LEAVE BLANK	
JOB NO	N11-AFU-80-28
DATE RECEIVED	5-15-80
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10	
Date	<i>5-29-80</i>
Archivist of the United States	<i>James E. O'Neil</i>

**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
1947 Administrative Support Group (HQ USAF)

3. MINOR SUBDIVISION
Information Management and Resources Division

4. NAME OF PERSON WITH WHOM TO CONFER
Mrs. Grace T. Rowe

5. TEL EXT
694-3527

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 9 MAY 1980	D. SIGNATURE OF AGENCY REPRESENTATIVE <i>Herbert G. Geiger</i>	E. TITLE HERBERT G. GEIGER, Chief Information Mgt and Resource Div
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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 align="center">ENLISTMENT AND REENLISTMENT RECORDS (Table 35-3, Applicable Air Force-wide)</p> <p>The purpose of this submission is to change retention period in rule 2 from 1 year to 2 years. This change will more accurately let us assess the recruiting market. The broader base of demographic and other data will facilitate allocation of recruiting goals to meet critical Air Force requirements.</p> <p>This submission also will add rule 7 for enlistment or reenlistment agreement Armed Forces of the US, reenlistment form. This will avoid confusion on the disposition authority for the copy of the form maintained in the Consolidated Base Personnel Offices (CBPO) and DPMQC (Career Assistance Units).</p> <p align="center"><i>Copy to agency + NAM</i></p>	N11-AFU-77-99	<i>2 items</i>

TABLE 35-3 Enlistment and Reenlistment Records

R U L E	A If documents are or pertain to	B consisting of	C which are	D then
2	rejected enlistment applications	applications and related correspondence		*destroy after 2 years
7 *	enlistment or reenlistment agreement Armed Forces of the US, reenlistment eligibility form	forms on enlistments and reenlistments	CBPO/DPMQC	destroy after after 3 months
<u>Abbreviations Explained</u>				
CBPO = Consolidated Base Personnel Office				
DPMQC = Career Assistance Unit				