

REQUEST FOR RECORDS DISPOSITION AUTHORITY <i>(See Instructions on reverse)</i>		... VE BLANK (NARA use only)	
TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		JOB NUMBER <i>71-AFU-00-5</i>	DATE RECEIVED <i>5/1/2000</i>
1. FROM (Agency or establishment) DEPARTMENT OF THE AIR FORCE		NOTIFICATION TO AGENCY	
2. MAJOR SUBDIVISION HQ COMMUNICATIONS & INFORMATION		In accordance with the provisions of 44 U.S.C. 3303a the disposition request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	
3. MINOR SUBDIVISION CORPORATE INFORMATION DIVISION			
4. NAME OF PERSON WITH WHOM TO CONFER GENE B. SULLIVAN	5. TELEPHONE (703) 588-6192	DATE <i>6-11-01</i>	ARCHIVIST OF THE UNITED STATES <i>[Signature]</i>

6. AGENCY CERTIFICATION
I hereby certify that I am authorized to act for this agency in matters pertaining to the disposition of its records and that the records proposed for disposal on the attached _____ 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, under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies,

is not required; is attached; or has been requested.

DATE <i>4/20/00</i>	SIGNATURE OF AGENCY REPRESENTATIVE <i>Cheryl D. Gumaer</i>	TITLE CHERYLE D. GUMAER Air Force Records Officer
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7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
<i>X</i> 2	<p>PERSONNEL RECORDS - Electronic copies created on electronic mail and electronic input records (word processing, form filler software) will be deleted after recordkeeping copy has been produced and when no longer needed for reference, updating, revision, or dissemination.</p> <p>Air Force proposes changes to Table 36-36 <i>Add</i> of <i>ol</i> Change Table 36-36, Rule 15, Column D, to read "Destroy after 3 years."</p> <p>The original DD Form 2656, Data for Payment of Retired Personnel, is used by the Defense Finance and Accounting Service - Cleveland Center (DFAS-CL) to properly establish the member's retired pay account. The original MANSBP RIP and a copy of the DD Form 2656 are placed in the UPRG prior to forwarding to NPRC for permanent retention. These documents are required in the event of a discrepancy after all other records have been destroyed. Without the SBP file, which is not required to be retained after the member retires, the SBP counselor has no documentation to verify procedures were followed and statutory requirements satisfied, critical to determine the proper course of action on an Administrative Correction or Air Force Board for Correction of Military Records (AFCBMR) case.</p> <p>See attached table format describing the retention of these records.</p> <p>This series is maintained under the Privacy Act System of Records F065 AFAFC K.</p>	<p>NI-AFU-90-3</p> <p><i>(Handwritten changes per Gene Sullivan ^{email} to Janet Robson, 9/22/00)</i></p>	

TABLE 36-36

PERSONNEL RECORDS

	A	B	C	D
R U L E	If the records are or pertain to	Consisting of	which are	then
*15	Survivor Benefit Plan (SBP) (PA System of Records F065 AFAFC K)	original MANSBP RIP and a copy of the DD Form 2656, Data For Payment of Retired Personnel	at initiating activities	documents are retained in the UPRG and should be disposed IAW AFI 36-2608.
*15.01 (New)		SBP counselor's file consisting of copies of MANSBP RIP, DD Form 2656, Data For Payment of Retired Personnel, DD Form 2656-1, Survivor Benefit Plan (SBP) Election Statement for Former Spouse Coverage (if applicable), cost and annuity estimates, and other related documents.		AUTH: Destroy 3 years after member retires.
				AUTH:

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Rule 15 lined-out per Gene Sullivan email to Janet Robson 9/22/00.