

REQUEST FOR RECORDS DISPOSITION AUTHORITY		LEAVE BLANK (NARA Use Only)	
		JOB NUMBER N1-AFU-04-4	
To: NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001		Date received 6-4-2004	
1 FROM (Agency or establishment) Department of the Air Force		NOTIFICATION TO AGENCY 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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	
2 MAJOR SUBDIVISION Communications and Information			
3 MINOR SUBDIVISION Enterprise Information Resource Management Division			
4. NAME OF PERSON WITH WHOM TO CONFER Emma Hochgesang-Noffsinger	5 TELEPHONE NUMBER (703) 588-6310	DATE 12-9-04	ARCHIVIST OF THE UNITED STATES <i>John W. Paul</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 <u>2</u> page(s) are not needed now for the business for 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, <input checked="" type="checkbox"/> is not required <input type="checkbox"/> is attached, or <input type="checkbox"/> has been requested.			
DATE <i>3 June 2004</i>	SIGNATURE OF AGENCY REPRESENTATIVE <i>Emma Hochgesang Noffsinger</i>		TITLE Air Force Records Officer
7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
6.	<p>Electronic copies created on electronic mail and electronic input records (word processing, form filler software) will be deleted after the recordkeeping copy has been produced and when no longer needed for reference, updating, revision, or dissemination</p> <p>DISPOSITION OF REMAINS OF DECEASED PERSONNEL Table 34-9 (Applicable Air Force-wide)</p> <p>This SF115 revises Table 34-9, Rules 1 through 5 (currently un-scheduled), in the Air Force disposition schedule, Web-Rims. These Rules cover records relating to the disposition of remains of deceased personnel.</p> <p>The Rule 1 records are to be scheduled as permanent, and the Rule 2 through 5 records are to be scheduled for destruction after 75 years. See attached DLT for a full description of records and proposed dispositions.</p> <p>After approval of this schedule, the first transfer to NARA legal custody of permanent records under Rule 1 will not be implemented until Air Force and NARA agree upon an implementation date. This date is expected to be no later than six months after approval of this schedule.</p>		
		<i>cc: Agency, NR, NWMD, NWMA, NWETM</i>	

TABLE 34-9				
DISPOSITION OF REMAINS OF DECEASED PERSONNEL				
	A	B	C	D
R U L E	If the records are or pertain to	Consisting of	which are	Then
1	Air Force or unknown personnel	Record copies of check lists of current deaths occurring outside or inside CONUS,		Retire as permanent See Notes 1 and 2 AUTH
2	Foreign nationals who died while in training in the U S	disposition of remains--reimbursable basis (for overseas use), preparation and inspection of report, certificate of death (overseas), request for payment of funeral and/or interment expense, identification findings and conclusions, personal property inventory, instructions for disposition of remains, order appointing summary court officer or escort, purchase and delivery orders, paid vouchers, or Army or Navy forms similar to and used in lieu of the above, and related records		Destroy 75 years after case closure See Notes 2 and 3 AUTH
3	Air Force civilian employees and/or their family members and contract technical representatives and/or their family members			
4	Deceased family members of military personnel			
5	Deceased civilians of foreign nationality employed at Air Force installations			

Table 34-9, Rules 1 – 5**Notes:**

Replaced by pen-and-ink
change. (See following
two pages). -R. Noble
4/26/07

~~1: Retire records to Headquarters Air Force Services Agency, Mortuary Affairs Office (HQ AFSVA/SVOM) once the case file is complete and has been closed. HQ AFSVA/SVOM will retain records for remainder of the calendar year plus two years and then retire to National Personnel Records Center (NPRC). Legal custody of records will be transferred to the National Archives in 5-year blocks when the latest record in block is 30 years old.~~

2: After approval of this schedule, mortuary affairs offices should not interfile records covered by Rules 2 – 5 with those covered by Rule 1. In instances where a mortuary affairs office interfiled such records prior to approval of this schedule, the disposition for Rule 1 will apply to all the interfiled records.

3: Maintain records at the base mortuary affairs office or staging area for the appropriate time period after case closure and then retire to National Personnel Records Center (NPRC) for remainder of the retention period.

Table 34-9, Rules 1 – 5:**Notes****Pen-and-ink change, 4/26/07:**

~~1: Retire records to Headquarters Air Force Services Agency, Mortuary Affairs Office (HQ AFSVA/SVOM) once the case file is complete and has been closed. HQ AFSVA/SVOM will retain records for remainder of the calendar year plus two years and then retire to National Personnel Records Center (NPRC). Legal custody of records will be transferred to the National Archives in 5-year blocks when the latest record in block is 30 years old.~~

1: Bases should retire to Headquarters Air Force Services Agency, Mortuary Affairs Office (HQ AFSVA/SVOM) closed case files for deaths occurring on or after January 1, 2005. AFSVA/SVOM will retain the records for remainder of the calendar year plus two years and then retire to National Personnel Records Center (NPRC). Bases should retire directly to NPRC closed case files for deaths occurring before January 1, 2005. Legal custody of the records will be transferred to the National Archives in 5-year blocks when the latest record in block is 30 years old.

2: After approval of this schedule, mortuary affairs offices should not interfile records covered by Rules 2 – 5 with those covered by Rule 1. In instances where a mortuary affairs office interfiled such records prior to approval of this schedule, the disposition for Rule 1 will apply to all the interfiled records.

3: Maintain records at the base mortuary affairs office or staging area for the appropriate time period after case closure and then retire to National Personnel Records Center (NPRC) for remainder of the retention period.