

**REQUEST FOR RECORDS DISPOSITION AUTHORITY**  
(See Instructions on reverse)

LEAVE BLANK

JOB NO. **NI-AF4-86-19**

TO **GENERAL SERVICES ADMINISTRATION  
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408**

DATE RECEIVED  
**1/6/86**

1. FROM (Agency or establishment)

DEPARTMENT OF THE AIR FORCE, HQ USAF

2. MAJOR SUBDIVISION

Directorate of Administration

3. MINOR SUBDIVISION

Records Management Branch

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disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10. If no records are proposed for disposal, the signature of the Archivist is not required.

4. NAME OF PERSON WITH WHOM TO CONFER

Grace T. Rowe

5. TELEPHONE EXT.

694-3527

DATE

ARCHIVIST OF THE UNITED STATES  
**5-5-86 James J. Burke**

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 3 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

**30 DEC 1985**

C. SIGNATURE OF AGENCY REPRESENTATIVE

*Grace T. Rowe*

D. TITLE

GRACE T. ROWE  
Records Management Branch  
Directorate of Administration

7. ITEM NO.

1

8. DESCRIPTION OF ITEM  
(With Inclusive Dates or Retention Periods)

Family Support Centers (Table 30-7)  
(Applicable Air Force-wide)

The purpose of this submission is to establish a new table to cover the records accumulated incident to the Family Support Centers. This is a relatively new program which provides support to military members and their families. The Family Support Centers are focal points for all assistance programs and activities that influence AF members and their families. The records required are short term records. Copy of the regulation prescribing these records is attached for your information.

9. GRS OR SUPERSEDED JOB CITATION

10. ACTION TAKEN (NARS USE ONLY)

TABLE 30-7. FAMILY SUPPORT CENTERS

R U L E	A  If documents are or pertain to	B  consisting of	C  which are	D  then
1.	Family Support Center Programs	Programs offered by the Family Support Center. Copies of outlines, indexes, letters, class lesson plans, publicity, etc of programs available or pending.		Destroy when superseded, obsolete, or no longer needed.
2.	Records of Families Seeking Services.	On going record of individual requests for services, information or instruction (AF Forms 2800 and 2801)	Base Level	After 1 year or when no longer needed, whichever is later.
3.	Family Support Center Contact Records	Forms and similar documents regarding individuals who logically may later seek services of the Family Support Center either by direct contact or referral from Commanders or other base agencies.		Destroy 3 months after quarterly report is sent in if further contact is not made.
4.	Intake Summaries	Records of Individuals seeking counseling, information, referral or program participation (AF Form 2806)		Destroy after 2 years.

TABLE 30-7. FAMILY SUPPORT CENTERS

R U L E	A	B	C	D
	If documents are or pertain to	consisting of	which are	then
5.	Staff Time Allocation and Volunteer Service Records	To track individual staff and Family Support Center Services. (AF Forms 2802, 2803 and 2805)	Base Level	Destroy after 1 year