

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. NI-AFU-86-21	DATE RECEIVED 1/6/86
1. FROM (Agency or establishment) DEPARTMENT OF THE AIR FORCE, HQ USAF		NOTIFICATION TO AGENCY	
2. MAJOR SUBDIVISION Directorate of Administration		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disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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.	
3. MINOR SUBDIVISION Records Management Branch			
4. NAME OF PERSON WITH WHOM TO CONFER Grace T. Rowe	5. TELEPHONE EXT. 694-3527	DATE 4-14-86	ARCHIVIST OF THE UNITED STATES <i>Frank A. Burke</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 30 DEC 1985	C. SIGNATURE OF AGENCY REPRESENTATIVE <i>Grace T. Rowe</i>	D. TITLE GRACE T. ROWE Records Management Branch Directorate of Administration	
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 GRS OR SUPERSEDED JOB CITATION	10.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>(INARS USE ONLY)</i>
1	<p>Personnel Identification and Pass Records (Table 30-2) (Applicable Air Force-wide)</p> <p>The purpose of this submission is to change the disposition in rule 11 and set up new rule 11.2. The new disposition calls for the destruction of the applications upon receipt of the processed application which supersedes the application on file.</p> <p>Rule 11.2 establishes a disposition for applications not used for reissue of ID cards. These applications may be destroyed 1 year after card(s) expire. Exception is the same as shown in rule 11.</p> <p><i>Agency copy sent 4/18/86</i></p>	NC1-AFU-81-49	

TABLE 30-2 PERSONNEL IDENTIFICATION AND PASS RECORDS

R U L E	A If documents are or pertain to	B consisting of	C which are	D then
11 *	applications	forms or correspondence used as applications or requests for identification credentials or passes	retained by verifying and issuing activities as receipt for US Armed Forces credentials issued under AFR 30-20	*destroy upon receipt of processed applications which supersedes application on file; (EXCEPTION: comply with AFR 30-20, para 2-7, for separatees and discharged individuals). <i>See note 2</i>
11.2 *		applications not used for re-issue of ID card		destroy 1 year after card(s) expire. (Exception: same as for rule 11). <i>Note 2: Exception - The issuing activity destroys the AF Form 279, Application for Identification Card, after the identification card is issued</i>