

<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b> <i>(See Instructions on reverse)</i>		LEAVE BLANK	
TO GENERAL SERVICES ADMINISTRATION NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408		JOB NO <i>NI-AF4-86-26</i>	
1 FROM (Agency or establishment) DEPARTMENT OF THE AIR FORCE, HQ USAF		DATE RECEIVED <i>1/22/86</i>	
2 MAJOR SUBDIVISION Directorate of Administration		NOTIFICATION TO AGENCY	
3 MINOR SUBDIVISION Records Management Branch		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disposal request, including amendments is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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 <i>6-26-86</i>	ARCHIVIST OF THE UNITED STATES <i>Frank A. Brubaker</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 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 <i>15 JAN 1986</i>	C SIGNATURE OF AGENCY REPRESENTATIVE <i>Grace T Rowe</i>	D TITLE GRACE T. ROWE Records Management Branch Directorate of Administration
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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	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN 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>(NARS USE ONLY)</i>
1	<p>Personal Affairs Records (Table 211-1) (Applicable Air Force-wide)</p> <p>The purpose of this submittal is to more accurately identify the records created to support the Family Service Centers. New rules 16, 17 and 18 are new series of records not presently covered in table 211-1.</p> <p>The disposition cited will adequately serve the administrative needs of the Air Force. (We are submitting a related new table 30-7 which will cover Family Support Center records).</p> <p><i>copy to AFJNM 6/27/86</i> <i>gn</i></p>	NN170-33	

TABLE 211-1 PERSONAL AFFAIRS RECORDS

N U I E	A	B	C	D
	If documents are or pertain to	consisting of	which are	then
16 *	family services program	family data records used to establish contact with depen- dents whose sponsors are away advising other Family Services offices at other AF installations should dependents move to a new area, and provide general information about newly arriving dependents		destroy when no longer needed.
17 *		signed receipts for items loaned out from lending closet		destroy upon return of lending items or when no longer needed.
18 *		record of hours accrued by volunteers during a given month and year		retained by the volunteer on an indefinite basis.