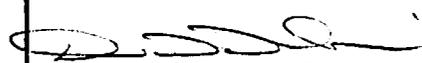


<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b> <i>(See Instructions on reverse)</i>		LEAVE BLANK	
		JOB NO.	N1-AFU-89-34
TO: GENERAL SERVICES ADMINISTRATION NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408		DATE RECEIVED	9/22/89
1. FROM (Agency or establishment) DEPARTMENT OF THE AIR FORCE		NOTIFICATION TO AGENCY	
2. MAJOR SUBDIVISION Directorate of Info Mgmt and Administration, SAF/AAD		In accordance with the provisions of 44 U.S.C. 3303, 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disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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 Information Management Policy Branch			
4. NAME OF PERSON WITH WHOM TO CONFER Mr. R. P. Dwyer	5. TELEPHONE EXT. 694-3494	DATE 3/6/96	ARCHIVIST OF THE UNITED STATES 

**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 B of the GAO Manual for Guidance of Federal Agencies, is attached.

A. GAO concurrence:  is attached; or  is unnecessary.

B. DATE SEP 19 1989	C. SIGNATURE OF AGENCY REPRESENTATIVE <i>Grace T Rowe</i>	D. TITLE GRACE T. ROWE Chief, Records Mgmt Policy Section Directorate of Info Mgmt and Admin
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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 GRS OR SUPERSEDED JOB CITATION	10.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>
	CLASSIFICATION AND ASSIGNMENT RECORDS (Table 35-4) (Applicable Air Force-wide)		
1	Rule 36. Added, to dispose of humanitarian/EFMP applications case files for applications approved after 18 months. Air Force needs these case files for 18 months for possible congressional inquiries and reference purposes.		
2	Rule 37. Added, to return humanitarian/EFMP applications case files for applications disapproved to member 18 months after disapproval. Air Force returns these case files since they often contain sensitive medical and personal information, much of it submitted by the member, and sees no reason for maintaining an additional repository to secure them.		

TABLE 35-4

## CLASSIFICATION AND ASSIGNMENT RECORDS

R U L E	A	B	C	D
	If records are	consisting of	which are	then
36 *	humanitarian/ EFMP applications	case files of appli- cations for humani- tarian/EFMP reassign- ment/deferment	approved	destroy after 18 months.
37 *			disapproved	return to member 18 months after disapproval.

EFMP: Exceptional Family Member Program