
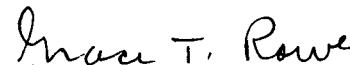


REQUEST FOR RECORDS DISPOSITION AUTHORITY <i>(See Instructions on reverse)</i>		LEAVE BLANK	
TO GENERAL SERVICES ADMINISTRATION NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408		JOB NO NI-AFH-9042	DATE RECEIVED 5/29/90
1. FROM (Agency or establishment) DEPARTMENT OF THE AIR FORCE		NOTIFICATION TO AGENCY In accordance with the provisions of 44 USC 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disposal request, including amendments is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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.	
2. MAJOR SUBDIVISION DIRECTORATE OF INFORMATION MANAGEMENT			
3. MINOR SUBDIVISION RECORDS MANAGEMENT POLICY BRANCH			
4. NAME OF PERSON WITH WHOM TO CONFER Pierre J. Jost	5. TELEPHONE EXT. 694-3527	DATE 5/30/90	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 _____ 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 23 MAY 1990	C. SIGNATURE OF AGENCY REPRESENTATIVE 	D. TITLE GRACE T. ROWE, Chief, Rcds Mgt Policy Branch Directorate of Information Mgt
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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 GRS OR SUPERSEDED JOB CITATION	10.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>(INARS USE ONLY)</i>
1	<p style="text-align: center;">FAMILY SUPPORT CENTERS (TABLE 30-7, RULE 5) (APPLICABLE AIR FORCE-WIDE)</p> <p>HQ SAC is asking for a change to the disposition of the Volunter Service Records. In response to requirements for reducing public burden hours, the office responsible for the creation of these records rescinded some forms (AF Forms 2802 and 2803) but maintained AF Form 2805, Family Support Center Volunteer Data Card and Service Record. However, the disposition does not fit any more and if the records are destroyed after 1 year, new forms will have to be reaccomplished at the start of each year. We would like to change the disposition to: "Destroy 1 year after individual departs."</p> <p>Request you approve this request for inclusion in our regulation.</p>		

TABLE 30-7

TITLE OF TABLE
FAMILY SUPPORT CENTERS

R U L E	A If the records are or pertain to	B consisting of	C which are	D then
*5	volunteers service records	AF Forms 2805	base level	destroy 1 year after individual departs.

TABLE 30-6

PERSONNEL SURVEYS

R U L E	A	B	C	D
	If the records are or pertain to	consisting of	which are	then
1	personnel surveys	correspondence on announcement, method of administration, suspense dates, disposition instructions used to conduct surveys	at HQ USAF/DPCE and HQ AFMPC/DPMYOS	destroy after 5 years
2			at MAJCOMs, CBPOs, CCPOs	
3		select DESIRE inquiry statement used to identify respondents at respective CBPOs and CCPOs		destroy following closing date of the survey.
4		listing of respondents used to identify and contact respondents and for follow-up contacts as necessary		
5		survey booklets used to administer survey		
6		answer sheets used to record responses, then to compile responses		
7		computer printout of survey data used by OPR to analyze survey results		
8		report of survey findings on data analysis, and resulting actions taken or planned		
9		computer tapes or mass storage used to maintain data available for further analysis and longitudinal studies		
				destroy after use or send to next location, as directed.
				send to the Air Force Human Resources Laboratory (AFHRL) for optical document scanner to read and create data tapes, destroy when quality-controlled tape is created.
				destroy when no longer needed
				erase when no longer needed

*TABLE 30-7

FAMILY SUPPORT CENTERS

R U L E	A	B	C	D
	If the records are or pertain to	consisting of	which are	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)	at base level	destroy 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
5	staff time allocation and volunteer service records	to track individual staff and Family Support Center Services (AF Forms 2802, 2803 and 2805)	at base level	destroy after 1 year.