REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

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

1. FROM (Agency or establishment):
   DEPARTMENT OF THE AIR FORCE

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

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
   28 MAY 1990

C. SIGNATURE OF AGENCY REPRESENTATIVE
   [Signature]

D. TITLE
   Grant T. Rowe, Chief, Records Management Policy Branch
   Directorate of Information Management

7. ITEM NO

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

   FAMILY SUPPORT CENTERS
   (TABLE 30-7, RULE 5)
   (APPLICABLE AIR FORCE-WIDE)

   1

   HQ SAC is asking for a change to the disposition of the Volunteer 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In response to requirements for reducing public burden hours, the office responsible for the creation of these records rescinded some forms (AF Forms 2802 and 2803) but maintained AF Form 2805, Family Support Center Volunteer Data Card and Service Record.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."

   Request you approve this request for inclusion in our regulation.

STANDARD FORM 115 (REV 8-83)
Prescribed by GSA
FPMR (41 CFR) 101-14
<table>
<thead>
<tr>
<th>TITLE OF FAMILY SUPPORT CENTERS</th>
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<tbody>
<tr>
<td>TABLE 30-7</td>
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<table>
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<tr>
<th>A</th>
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<tr>
<td>*5 volunteers service records</td>
<td>If the records are or pertain to consisting of</td>
<td>AF Forms 2805 base level which are then destroyed 1 year after individual departs.</td>
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