

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

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JOB NO. *NI-AFH-9042*

DATE RECEIVED
5/29/90

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

5. TELEPHONE EXT.


Pierre J. Jost

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

C. SIGNATURE OF AGENCY REPRESENTATIVE

D. TITLE

23 MAY 1990

Grace T. Rowe

GRACE T. ROWE, Chief, Rcds Mgt
Policy Branch
Directorate of Information Mgt

7. ITEM NO

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

9. GRS OR SUPERSEDED JOB CITATION

10. ACTION TAKEN (NARS USE ONLY)

1

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

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In response to requirements for reducing public burden hours, the office responsible for the creation of these records rescinded some forms (AF Forms 2802 and 2803) but maintained AF Form 2805, Family Support Center Volunteer Data Card and Service Record.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

Request you approve this request for inclusion in our regulation.

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	destroy following closing date of the survey.
3		select DESIRE inquiry statement used to identify respondents at respective CBPOs and CCPOs		
4		listing of respondents used to identify and contact respondents and for follow-up contacts as necessary		
5		survey booklets used to administer survey		destroy after use or send to next location, as directed.
6		answer sheets used to record responses, then to compile responses		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.
7		computer printout of survey data used by OPR to analyze survey results		destroy when no longer needed.
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		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.