

**REQUEST FOR RECORDS DISPOSITION AUTHORITY**  
(See Instructions on reverse)

LEAVE BLANK

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 GRS OR SUPERSEDED JOB CITATION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In response to requirements for reducing public burden hours, the office responsible for the creation of these records rescinded some forms (AF Forms 2802 and 2803) but maintained AF Form 2805, Family Support Center Volunteer Data Card and Service Record.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