

REQUEST FOR RECORDS DISPOSITION AUTHORITY (See instructions on reverse)	
TO NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) 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
PIERRE J. JOST	(703) 614-3527

LEAVE BLANK (NARA use only)	
JOB NUMBER N1-AFU-93-10	
DATE RECEIVED 4-8-93	
NOTIFICATION TO AGENCY	
In accordance with the provisions of 44 U.S.C. 3303a the disposition request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	
DATE	ARCHIVIST OF THE UNITED STATES

6. AGENCY CERTIFICATION
I hereby certify that I am authorized to act for this agency in matters pertaining to the disposition of its records and that the records proposed for disposal on the attached 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, under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies,

is not required; is attached; or has been requested.

DATE APR 5 1993	SIGNATURE OF AGENCY REPRESENTATIVE <i>Grace T. Rowe</i>	TITLE GRACE T. ROWE Chief, Records Mgt Policy Branch Directorate of Information Mgt
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7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
1	PERSONNEL IDENTIFICATION AND PASS RECORDS (TABLE 30-2, RULE 16) (APPLICABLE AIR FORCE-WIDE) We want to change Rule 16 of Table 30-2 to give a better definition and disposition of the Commissary Privilege Card (DD Form 2529) for members of the Air Force Reserve and Air National Guard. These two organizations no longer use the exchange privilege authorization letters to get access to military commissaries, instead they use the DD Form 2529 which is an accountable form and must be re-issued annually. Some units issue their cards on a <u>fiscal</u> year basis and some on a <u>calendar</u> year basis, so for this reason we want to change the disposition to only read: "destroy after 1 year" and let each unit cut off these records in accordance with established local procedures.	N1-AFU-90-3	

Copy sent to agency, 4/29/93

TABLE 30-2

TITLE OF TABLE
PERSONNEL IDENTIFICATION AND PASS RECORDS

R U L E	A If the records are or pertain to	B consisting of	C which are	D then
*16	Accountability records for Commissary privilege cards (DD Form 2529)	logs, registers, receipts for blank accountable forms, destruction certificates for destroyed forms and similar records	at Air Force Reserve and Air National Guard Unit's Orderly Rooms	destroy after 1 year.