

*RG Air Force Undifferentiated
1 item*

**REQUEST AUTHORITY
TO DISPOSE OF RECORDS**

(See Instructions on Reverse)

LEAVE BLANK	
DATE RECEIVED JAN 21 1974	JOB NO. NC 174-132
NOTIFICATION TO AGENCY	
<p>In accordance with the provisions of 44 U.S.C. 3303a the disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "with-drawn" in column 10.</p>	
<p><i>1-31-74 James B. Rhoads</i> Date Archivist of the United States</p>	

TO: **GENERAL SERVICES ADMINISTRATION,
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, D.C. 20408**

1. FROM (AGENCY OR ESTABLISHMENT)

DEPARTMENT OF THE AIR FORCE

2. MAJOR SUBDIVISION

DIRECTORATE OF ADMINISTRATION

3. MINOR SUBDIVISION

DOCUMENTATION SYSTEMS DIVISION

4. NAME OF PERSON WITH WHOM TO CONFER

Mr. E. F. Villiard

5. TEL. EXT.

11-29239

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 1 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified.

21 JAN 1974

Herbert G. Geiger

HERBERT G. GEIGER, Chief
Documentation Systems Division
Directorate of Administration

(Date)

(Signature of Agency Representative)

(Title)

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
1	<p style="text-align: center;">PERSONAL AFFAIRS RECORDS (211-1) (Applicable Air Force-wide)</p> <p>A one-time disposal authority is requested for the immediate disposal of approximately 90,000 DD Forms 1688, Election Forms for the Retired Serviceman's Family Protection Plan (RSFPP).</p> <p><u>JUSTIFICATION</u></p> <p>The RSFPP has been replaced by the Survivor Benefit Plan (SBP) under Public Law 92-425, 21 Sep 72. Under the new SBP, DD Forms 1688 were replaced by new election forms, DD Forms 1881 and 1883. Since the 90,000 DD Forms 1688 have been replaced by new election forms, they no longer serve any useful purpose and should be destroyed. Copies of AFM 12-50, table 211-1; DD Forms 1881 and 1883; and PL 92-425 are attached.</p>	NN 170-33	

211. Personal Affairs. This table covers documentation pertaining to family services and matters of personal concern to the serviceman, such as emergency financial assistance, insurance, voting assistance, airmen's deposits, separation counselling and processing.

TABLE 211-1						
PERSONAL AFFAIRS RECORDS						
R U L E	A	B	C	D	Supersedes AFM 181-5, 1 Dec 66, paragraph	
	If documents are or pertain to	consisting of	which are	then		
1	family services program	case histories and family data cards		destroy when no longer needed.	170323b	
2		training and experience records of volunteers		destroy 2 years after separation of volunteer.	170323a	
3		advisory council meeting minutes	at initiating activities		destroy after 1 year.	170323c
4			MAJCOM copies received from initiating activities		destroy after 2 years, or when no longer needed, whichever is sooner.	new
5		records not covered in rules 1, 2, 3, and 4			destroy after 2 years (except at HQ USAF they may be destroyed when no longer needed).	170323
6	solicitation case files	letters of accreditation, applications, statements of understanding, valid licenses, letters of authorization, sales reports, operational records, records of violations and suspensions	accumulated in connection with the conduct of commercial transactions with AF members at AF installations	destroy after 1 year.	170324	
7	passports and visas	authorizations to apply for <i>No Fee</i> passports, and related correspondence		destroy after 1 year (except DD Forms 1056, see table 35-1). (Also see table 75-3.)	170306	

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1 October 1969

AFM 12-50

TABLE 211-1 (Continued)

R U L E	A	B	C	D	Supersedes AFM 181-5, 1 Dec 66, paragraph	
	If documents are or pertain to	consisting of	which are	then		
8	marriage	applications for marriage between AF personnel and foreign nationals, and related correspondence		destroy 1 year after application is approved or disapproved (except copy retained by approving authority may be destroyed when no longer needed).	170308	
9	voting assistance records	correspondence and publications accumulated in connection with the administration and operation of the Federal Voting Assistance Act		destroy 1 year after election to which records related.	170258	
10	servicemen's group life insurance	case files on deceased, separated, or retired personnel		destroy after 1 year.	new	
11	recruitment for civilian police	rosters and related correspondence	at HQ USAF and MAJCOMs		new	
12			at other than HQ USAF and MAJCOMs	destroy 90 days after submission of quarterly report.		
13	postservice employment counseling			destroy after 1 year.		170211
14	National Urban League veterans affairs					
15	retired servicemen's family protection plan (RSFPP)	DD Forms 1688 and related correspondence	at HQ USAF	forward to AF AFC when member retires (see table 177-22).	new	
16			at units	file in field record group.		
17			notifications of counseling requirement	destroy when member completes DD Form 1688. (If member does not complete form, notification becomes a part of field record group.)		

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