

**REQUEST FOR AUTHORITY
TO DISPOSE OF RECORDS**

(See Instructions on Reverse)

5 items

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 Administration
- 3. MINOR SUBDIVISION
Documentation Systems Division

4. NAME OF PERSON WITH WHOM TO CONFER
Mr. K. J. Bilek

5. TEL. EXT.
756-2384

6. CERTIFICATE OF AGENCY REPRESENTATIVE:

LEAVE BLANK	
DATE RECEIVED NOV 11 1976	JOB NO. NC 1-AFC- 77 -26
NOTIFICATION TO AGENCY	
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.	
3-11-77 <i>James B. Bloude</i> (Date) Archivist of the United States	

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

13 OCT 1976

Herbert G. Geiger
(Signature of Agency Representative)

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

Date

(Title)

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
1	CASUALTY REPORTING NOTIFICATION, AND ASSISTANCE RECORDS (30-3) (Applicable Air Force-Wide) See attached table 30-3, rule 12 and note 4 which has been modified to accommodate the retention of missing persons supplementary reports (SMR) with the master personnel records group as permanent. The Air Force has determined that SMRs from a legal standpoint must be preserved in the individuals' master personnel record to support litigation action.	DLT 30-3 R12 Note 4	

Sent to agency, ~~for~~ NPRC - 3/15/77 JPD

10	casualty records maintained at levels of command not covered in this table		at other than HQ USAF and reporting installations	destroy after administrative closing of case, or when no longer required to perform monitoring responsibilities (note 2).
11	report of casualty; return to military control from missing in action or captured status	final issue only	at HQ USAF/DPMDR and reporting installations	see table 85-1, rule 1.
12	missing persons supplementary report	report with attachments and all related information	* at AFMPC/DPMC	* retain for 10 years after status has been determined and forward to NPRC as permanent (note 4).
13			at installations	destroy when member's status has changed.
14	record of emergency data (original)	forms for active duty AF personnel	* at AFMPC/DPMC	* destroy after member's release from extended active duty.
15	record of emergency data (duplicates)	* forms for active duty AF personnel; ANG; USAFR; and AF Ready Reserve not on extended active duty	* maintained by geographically separated units (GSU) or AFES	* destroy 30 days after member's departure from GSU or entry on EAD.
16		forms for ANG and USAFR personnel entering active duty (not EAD) and personnel records are not forwarded to duty base	forwarded to unit of attachment	destroy 90 days after member's departure.
17		* forms for ANG and USAFR personnel performing duty with a unit other than unit of assignment and personnel records are not forwarded to duty base	forwarded to unit where duty is being performed	
18		forms for active duty AF personnel hospitalized away from the home installation	forwarded to CBPO servicing the hospital	destroy when member is released from hospital.

If status is still 'missing' forward to NPRC as permanent.

Notes: 1. Exception: Retain AF Form 58, "Casualty Assistance Summary," for 5 years in accumulating office, or until no longer needed, whichever is sooner.

2. Destroy casualty reporting documents retained by installations with only reporting responsibility 6 months after date of death.

3. Destroy casualty reporting documents retained by installations with only reporting responsibility 6 months after member is returned to military control.

* 4. Missing persons supplementary reports (SMR) covering multiple crew members will be retained by AFMPC/DPMC for 10 years after the last crew member's status is resolved, then forward to the NPRC for permanent retention. SMR will be filed with master records of the pilot in command of the aircraft or the senior ranking member in a common incident.

See rule 3 if status is determined before 10 years.