

**REQUEST FOR AUTHORITY  
TO DISPOSE OF RECORDS**

(See Instructions on Reverse)

*1 item*  
TO: **GENERAL SERVICES ADMINISTRATION**  
**NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408**

*AFU*

LEAVE BLANK	
DATE RECEIVED <b>MAY 14 1976</b>	JOB NO. <b>NC1-AFU-76-44</b>
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.	
6-15-76 (Date)	<i>James B. Ronda</i> Archivist of the United States

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  
**PRESTON B. SPEED**

5. TEL. EXT.  
**756-2384**

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

**10 MAY 1976**

*Herbert G. Geiger*  
(Signature of Agency Representative)

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

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	<p align="center"><u>PERSONAL AFFAIRS RECORDS</u> (Table 211-1) (Applicable Air Force-wide)</p> <p>The purpose of this submission is to revise disposition criteria for Survivor Benefit Plans. Revised procedures on the distribution of the documents have necessitated changes.</p> <p>The attached decision logic table shows our proposed revision for AFM 12-50, Table 211-1, Rule 15; Rules 16 and 17 will be deleted. The original copy of the Survivor Benefit Plan is forwarded to the Air Force Accounting and Finance Center and retained under AFM 12-50, Table 177-34. The duplicate copies retained under Rule 15 are required for amendments and corrections to the election certificates. Normally, these corrections are requested within two years after retirement.</p>	<p>NN 170-33</p>	

*Copy to Agency 6-17-76*

TABLE 211-1

PERSONAL AFFAIRS RECORDS

R U L E	A	B	C	D
	If documents are or pertain to	consisting of	which are	then
15	Survivor Benefit Plan (SBP)	copies of SBP election, SBP worksheets, and notifications to spouse	retained by personal affairs offices and ARPC	destroy after two years.
16	Delete			
17	Delete			