

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

LEAVE BLANK

JOB NO

NC1-AFU-80-5

DATE RECEIVED
10-25-79

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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10

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
1947 Administrative Support Group (HQ USAF)

3. MINOR SUBDIVISION
Information Management and Resources Division

4. NAME OF PERSON WITH WHOM TO CONFER
Neil Vandergraaf

5. TEL - EXT
694-3494

11-19-79 Date
James E. O'Neill
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 2 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified.

A Request for immediate disposal.

B Request for disposal after a specified period of time or request for permanent retention.

C. DATE
9 OCT 1979

D. SIGNATURE OF AGENCY REPRESENTATIVE
Herbert G. Geiger

E. TITLE
HERBERT G. GEIGER, Chief
Information Mgt and Resource Div

7. ITEM NO

8. DESCRIPTION OF ITEM
(With Inclusive Dates or Retention Periods)

9. SAMPLE OR
JOB NO

10. ACTION TAKEN

Nonappropriated Fund Personnel Records (T 176-2)
(Applicable Air Force-wide)

1 Attached proposed change to AFM 12-50, table 176-2, rule 15, will provide for adequate retention of Filipino employees records to satisfy an agreement reached between the U.S. Department of State and the Filipino Government to credit United States Government nonappropriated fund service experience to apply for special immigrant status to the United States.

NC1-AFU-79-31

The records concerned will be retained in Air Force space for a period of 20 years after termination of service.

The above retention criteria will adequately serve Air Force requirements.

The wording of the disposition for Turkish employee folders has been modified (see Note 4).

[Amended by R. Wire per N. Vandergraaf, 11/6/79]

TABLE 176-2

NAF PERSONNEL RECORDS

R. U L E	A If documents are or pertain to	B consisting of	C which are	then
15	No change	No change	No change	<p>*Destroy 5 years after separation from employment. For exceptions, see note 4.</p>

after termination of employment until no longer needed to satisfy Turkish legal requirements, then destroy.
 *Note 4: Retain folders of Turkish employees in Turkey, ~~immediately after termination of employment.~~ Retain folders of Filipino employees in the Philippines for 20 years after termination of employment, then destroy.

[Amended by R. Uire per N. Vandergraaf, 11/6/79]