

REQUEST FOR RECORDS DISPOSITION AUTHORITY
 (See Instructions on reverse)

LEAVE BLANK	
JOB NO NCI-AFU-81-56	
DATE RECEIVED June 8, 1981	
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10	
6-29-81 Date	<i>Herbert G. Geiger</i> Archivist of the United States

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, HQ USAF

3. MINOR SUBDIVISION
 Information Management and Resource Division

4. NAME OF PERSON WITH WHOM TO CONFER

5. TEL. EXT.

Mrs. Grace T. Rowe

694-3527

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 29 MAY 1981	D. SIGNATURE OF AGENCY REPRESENTATIVE <i>Herbert G. Geiger</i>	E. TITLE HERBERT G. GEIGER, Chief Information Mgt and Resource Div
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7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
1	DISPOSITION OF REMAINS OF DECEASED PERSONNEL (Table 143-2) (Applicable Air Force-wide) The purpose of this submission is to add rule 11 to provide disposition instructions for completed AF Forms 1946, Military Honors Checklist, for retirees and veterans at bases that provide military funeral honors. These forms are required for administrative reference for 4 years after the calendar year in which the honors were provided. We have added an exception to rule 1 to see rule 11 for the Military honors Checklist for retirees and veterans.	NN-170-33	

*Closed Out: 7-7-81: K.T.D.
 Copy to Agency & NAM*

TABLE 143-2

DISPOSITION OF REMAINS OF DECEASED PERSONNEL

R U L E	A	B	C	D
	If documents are or pertain to	consisting of	which are	then
1	AF or unknown personnel	check lists of current deaths occurring outside CONUS, check lists of current deaths occurring inside CONUS, disposition of remains--reimbursable basis (for oversea use), preparation and inspection report, certificate of death (overseas), request for payment of funeral and/or interment expense, identification findings and conclusions, personal property inventory, instructions for disposition of remains, order appointing summary court officer, order appointing escort, purchase and delivery orders, paid vouchers, or Army or Navy forms similar to and used in lieu of above	record copies	office of primary responsibility holds 2 years and then retires as permanent to WNRC. (Exception: see rule 11 for military honors checklist for retirees and veterans)
2	foreign nationals who died while in training in the US			
3	AF civilian employees and/or their dependents and contract technical representatives and/or their dependents			
4	deceased dependents of military personnel			
5	deceased civilians of foreign nationality employed at AF installations			
6	deceased personnel covered by rules 1 thru 5		retained copies of documentation forwarded to respective agencies per AFM 143-1	destroy after 2 years.
7	Army, Navy, Marine Corps, or Coast Guard personnel			
8	State Department personnel			
9	US citizens furnished mortuary service in oversea areas at State Department request			
10	deceased personnel documentation			
11	military honors checklist	completed military honors checklist forms for retirees or veterans	at bases that provide military funeral honors	destroy 4 years after calendar year in which the honors were provided.

AFM 12-50 (C16)

18 July 1977

10-420