

Wallace

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

TO GENERAL SERVICES ADMINISTRATION,
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20400

1 FROM (AGENCY OR ESTABLISHMENT)
DEPARTMENT OF THE AIR FORCE

2 MAJOR SUBDIVISION
Directorate of Administration, HQ USAF

3 MINOR SUBDIVISION
Documentation Management

4 NAME OF PERSON WITH WHOM TO CONFER
Mr. D. F. Shuell

S. TEL EXT
43527

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JOB NO
NCI-AFU-82-25

DATE RECEIVED
January 18, 1982

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disposal request, including amendments, is approved except for items that may be stamped 'disposal not approved' or 'withdrawn' in column 10

1-26-82
Date

[Signature]
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
8 Jan 82

D. SIGNATURE OF AGENCY REPRESENTATIVE
[Signature: Mark H. Coon]

E. TITLE
MARK H. COON, Maj, USAF
Documentation Mgmt
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>This submission changes the disposition for copies of the Survivor Benefit Plan (SBP), DD Form 1883 from 2 years to 3 months. The forms are maintained in the relocation preparation project folders for separation purposes. The originals are maintained with the pay records of the individual and are retired as permanent.</p> <p>The new disposition will satisfy Air Force requirements.</p>	NCI-AFU-79-28	<i>[Initials]</i>

No Mass Data Change Required.
Closed Out: 2-5-82: J.F.D.
Copy to Agency & NAM

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 and notification to spouse	* retained by separations offices	*see table 35-9, rule 7.

2 January 1979

TABLE 35-9
DISCHARGE AND SEPARATION RECORDS (note 1)

R U L E	A	B	C	D
	If documents are or pertain to	consisting of	which are	then
1	administrative discharge or separation from service for cause	board proceedings, board waivers, recommendations, and other records which result in discharge	at CONUS activities	destroy 1 month after discharge action.
2			at oversea activities	destroy 3 months after departure date.
3		records in rule 1 which do not result in discharge (note 2)	originals and all copies	★destroy after 1 year, or on reassignment of member, whichever is sooner (note 3).
4	requests for discharge	applications and other documents related to release from active duty, discharge, or separation by reason of dependency or hardship or for the convenience of the Government	disapproved	return to individual on completion of disapproval action.
5			approved and result in discharge	destroy 3 months after final action (note 1).
6	report of transfer or discharge	forms and related documents	at recruiting units	destroy 3 months after date individual was separated.
7	separation preparation	relocation preparation project folders	used to consolidate all correspondence, special orders, checklists, discharge worksheet forms, check control forms, records transmittal/request forms, serviceman's statement concerning application for compensation from the Veterans Administration, and any other document used in separation processing	destroy 3 ³ months after date of separation.
8	(not used)			

Another - original goes into MPR.

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