

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

LEAVE BLANK	
JOB NO. NCL-AFU-82-80	
DATE RECEIVED 9-21-82	
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disposal request, including amendments, is approved except for items that must be stamped "disposal not approved" or "withdrawn" in column 10.	
Withdrawn 11/23/83	
Date	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
Documentation Management

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 3 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

15 SEP 1982

D. SIGNATURE OF AGENCY REPRESENTATIVE

Mark H. Coon

E. MARK H. COON, Major, USAF

Acting Chief, Documentation Management Directorate of Administration

7. ITEM NO.

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

9. SAMPLE OR JOB NO.

10. ACTION TAKEN

1

Personnel Identification and Pass Records
(Table 30-2)
Applicable Air Force-wide

The purpose of this request is to establish disposition authorities for the Federal Employee Emergency Identification cards (FEMA Form 12-11) identified as rule 4.1 and accountability records for the cards identified as rule 15.3.

The FEMA Form 12-11 is strictly controlled and accountability records must be maintained. The cards are only issued to civilian employees who have Emergency Essential (E-E) duties in the U.S. The cards expire 5 years after the date of issue. Cards turned in by employees who leave employment at the installation are destroyed. An active file may be maintained for current employees whose E-E assignments have been withdrawn. Should an employee again be designated E-E, the name card, if not expired, may be reissued. The cards are destroyed when permanently surrendered or when they have expired and have been turned in. (Rule 4.1)

The accountability record (rule 15.3) is needed as a record as long as the cards logged on the record are

NCL-AFU-81-13

2 items

115-107

No mass data change sheet needed. Copy of job sent to agency as enclosure to NCD's 11-23-83 letter.

STANDARD FORM 115
Revised April, 1975
Prescribed by General Services Administration
FPMR (41 CFR) 101-11.4

Request for Records Disposition Authority—Continuation

JOB NO.

PAGE OF

2 3

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	<p>valid. The accountability is a format page which gives card number, name of employee, office symbol, date issued, date inactive, and date destroyed. The pages are needed for an extended time for reference purpose, i.e. who has been issued E-E cards, when did they expire? It has been decided that a hold period of 2 years after all cards on the page have been destroyed. These records will be retained in the current office space.</p>		

TABLE 30-2

R U L E	A If documents are or pertain to	B consisting of	C which are	D then
4.1 *	Federal Employee Emer- gency identification card	Federal Employee Emergency identification card (FEMA Form 12-11)	permanently surrendered or those turned in after expiration date (5 years after date of issue)	destroy when turned in.
5.3 *	Accountability record for Federal Employees Emergency Identification cards	FEMA Form 12-11 accountability record	used to control issuance of the federal employee emergency identification cards	destroy 2 years after issue of last card listed on accountability form or when no longer needed, whichever is later. (Note)
<p>NOTE: Not authorized for retirement to Federal Record Centers.</p> <p><i>Job withdrawn</i></p>				