

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

LEAVE BLANK	
JOB NO NCI-AFU-83-37	
DATE RECEIVED 11/24/82	
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the disposal request, including amendments is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10	
1-4-83 Date	<i>[Signature]</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
Documentation Management

4 NAME OF PERSON WITH WHOM TO CONFER
Mrs. Grace T. Rowe

5 TEL EXT
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 4 NOV 1982	D SIGNATURE OF AGENCY REPRESENTATIVE <i>[Signature: James E. Dagwell]</i>	E NAME AND TITLE JAMES E. DAGWELL Chief, Documentation Management Directorate of Administration
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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	<p>CASUALTY REPORTING, NOTIFICATION, AND ASSISTANCE DOCUMENTATION (Table 30-3) (Applicable Air Force-wide)</p> <p>The purpose of this submission is to add rule 19 to cover record of emergency data (carbon punch cards). This file is established as an optional file at the discretion of the Consolidated Base Personnel Office. The file is used by the Personal Affairs Section and the Customer Service Center during mobility processing and local exercise situations. Use of the optional file precludes withdrawals and subsequent re-filing of the copy in the Unit Personnel Records Group during mobility and local exercises. The card is also used to expedite service to walk-in customers, up-date data on local temporary address, and for locating dependents during the casualty notification process. Although, this is an optional file, we need to enter a disposition authority for those offices that decide to keep the extra copy of the card. The card may be destroyed upon permanent change of station or separation of the member.</p>	NCI-AFU-77-26	

No mass data change sheet required. Copy of job sent to NNM by RAW, 1/5/83. Copy to agency, 1-27-83, BBS.

1 item

TABLE 30-3 Casualty Reporting, Notification, and Assistance Documentation

R U L E	A	B	C	D
	If documents are or pertain to	consisting of	which are	then
19 *	record of emergency data (carbon punch card)	forms for active duty Air Force personnel assigned to the base or installation	maintained by the Consolidated Base Personnel Office (CBPO), Personal Affairs Section or Customer Service Center (see Note 5)	destroy upon permanent change of station or separation of member.
<p>Note 5: This is an optional file and may be established at the discretion of the Chief, Consolidated Base Personnel Office.</p>				