

REQUEST FOR RECORDS DISPOSITION AUTHORITY  
(See Instructions on reverse)

LEAVE BLANK	
JOB NO. <b>NCI-AFU-84-11</b>	
DATE RECEIVED <b>12/15/83</b>	
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10.	
Date <i>Dec 31, 83</i>	Archivist of the United States <i>Robert W. May</i>

TO: GENERAL SERVICES ADMINISTRATION,  
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408 (RCO)

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 <sup>3</sup> 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 <b>9 DEC 1983</b>	D. SIGNATURE OF AGENCY REPRESENTATIVE <i>Grace T. Rowe</i>	E. TITLE GRACE T. ROWE Documentation Management Branch
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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
	PERSONNEL IDENTIFICATION AND PASS RECORDS (Table 30-2) (Applicable Air Force-wide)		
1	The purpose of this submission is to revise and rearrange placement of rules 15, 15.1 and 15.2. The Federal Employee Emergency Identification Record discussed in Job No NCI-AFU-82-80 is now being considered as any other ID in AFR 30-20.	NCI-AFU-78-42 NCI-AFU-81-13 NCI-AFU-82-80 (Withdrawn)	
2	Rule 15 is revised to cover logs, registers, receipts for blank accountable forms, destruction certificates for destroyed accountable forms and similar records. Rule 15 is in actuality a combination of rules 15 and 15.2 using the disposition for former rule 15.2. The OPR has re-evaluated these records and feels that the 5 year retention period is more suitable. Rule 15 covers those IDs issued per AFR 30-20.		
3	Rule 15.1 covers those ID credential/passes not covered by AFR 30-20. These would be local passes issued for a variety of events/circumstances. They could be SAC, MAC or other command forms or locally developed special forms used to issue IDs. They may be destroyed two years after issue of last card listed on accountable form receipt.		

115-107

*No mass data change sheet required. Copy of job sent to agency by RAW on 1-4-84.*

*3 items*

**Request for Records Disposition Authority—Continuation**

JOB NO.

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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
4	Rule 15.2 is the former 15.1. The two rules, i.e., 15 and 15.1 on personnel ID cards are more appropriately placed adjacent to each other in the table. The new rule 15.2 replaces the former 15.1. There is no change in wording.		

TABLE 30-2 PERSONNEL IDENTIFICATION AND PASS RECORDS

R U L E	A	B	C	D
	If documents are or pertain to	consisting of	which are	then
15 <i>GRS 11, Item 4b (exception)</i>	accountability records	logs, registers, receipts for blank accountable forms, destruction certificates for destroyed blank accountable forms and similar records	completed by issuing officers to record the issue of identification cards (ID) covered by AFR 30-20	destroy 5 years after issue of last card listed on log or register form.
15.1 <i>GRS 11, Item 4b (exception)</i>			completed by issuing officers to record the issue of identification credentials/ passes not covered by AFR 30-20	destroy 2 years after issue of last card listed on accountable form receipt.
15.2			completed by issuing officers to record the issue of sub-block's of vehicle registration identification forms to official vehicle registration agents	destroy 60 days following expiration of validity period for that series of vehicle registration decal.