

**REQUEST FOR RECORDS DISPOSITION AUTHORITY**  
(See Instructions on reverse)

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**

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JOB NO <b>NCI-AFU-83-70</b>	
DATE RECEIVED <b>2/12/83</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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10.	
<i>Returned Without Action</i>	
<i>Date</i>	<i>Archivist of the United States</i>

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 <b>9 FEB 1983</b>	D. SIGNATURE OF AGENCY REPRESENTATIVE <i>Mark H. Coon</i>	E. TITLE <b>MARK H. COON, Major, USAF</b> Acting Chief, Documentation Mgmt 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><b>POLICY, GENERAL AUTHORITY AND GENERAL MANAGEMENT (Table 40-1) (Applicable Air Force-wide)</b></p> <p>Reference NCI-AFU-82-71 and NARS letter 10 December 1982, regarding Federal Employees' Compensation Act (FECA) case-files. Request reconsideration of the revised rules 23 and 23.1. Rule 23 covers the "routine" or regular FECA case files with disposition, "destroy after 5 years." This retention complies with GRS1, item 32. Rule 23.1 is added to cover FECA case files on employees retiring on disability or re-employable disabled employees. As pointed out in NCI-AFU-82-71, the cases on retired disabled employees and those disabled but possibly re-employable are needed for a longer retention period to assist the Air Force in properly managing these cases. The retention originally requested for FECA case files is recommended for the special cases described in rule 23.1.</p>	NCI-AFU 82-71	

*No mass data change sheet required. copy of job sent to agency as enclosure to NED's letter, dated 11/1/83. RADW*

*2 items*

TABLE 40-1 (Continued)

R U L E	A	B	C	D
	If documents are or pertain to	consisting of	which are	then
23	Federal Employees' Compensation Act case files	*letters and copies of forms and statements for each case used as a check file for all cases sent to the Office of Workers' Compensation Programs other than those covered by rule 23.1		destroy after 5 years.
23.1 *		case file on employees retired on disability or reemployable disabled employees		destroy 5 years after separation of the claimant or 1 year after cessation of death benefits to survivors, whichever is sooner.