

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

*Rec 4/11/80*

**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**  
1947 Administrative Support Group (HQ USAF)

**3 MINOR SUBDIVISION**  
Information Management and Resources Division

**4 NAME OF PERSON WITH WHOM TO CONFER**  
Mr. Neil Vandergraaf

**5. TEL EXT**  
694-3494

LEAVE BLANK

**JOB NO**  
NCL-AFU-80-21

**DATE RECEIVED**  
4-11-80

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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10

*Returned w/o approval*

Date 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.**

<b>C DATE</b> 4 APR 1980	<b>D SIGNATURE OF AGENCY REPRESENTATIVE</b> <i>Herbert G. Geiger</i>	<b>E TITLE</b> HERBERT G. GEIGER, Chief Information Mgt and Resource Div
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<b>7 ITEM NO</b>	<b>8 DESCRIPTION OF ITEM</b> (With Inclusive Dates or Retention Periods)	<b>9. SAMPLE OR JOB NO</b>	<b>10. ACTION TAKEN</b>
1	<p>Nonappropriated Fund Personnel Records (T 176-2) (Applicable Air Force-wide)</p> <p>Request authority to retire official personnel folders of Turkish nonappropriated fund employees to the NPRC/CPR. It has previously been established that these folders must be retained until no longer needed to satisfy Turkish legal requirements. We intend to keep the folders in Turkey for a period of 10 years after termination of employment, then retire to NPRC/CPR where they will be retained per General Records Schedule Number 1, Item 1b(2), which is covered in our AFM 12-50, table 40-1, rule 8. Total current volume on hand, eligible for retirement Turkey-wide, is 20 cubic feet. Estimated annual accumulation is 5/12th of a cubic foot. Request favorable consideration.</p> <p>The above retention criteria will adequately serve Air Force requirements.</p>	NCL-AFU-80-5 GRS 1, Item 1	<i>Not Approved</i>

115-107

*Closed Out: 9-22-81: E.T.D.*  
*Copy to Agency*

TABLE 176-2

NONAPPROPRIATED FUND PERSONNEL RECORDS

R U L E	A	B	C	D
	If documents are or pertain to	consisting of	which are	then
15	no change	no change	no change	<del>*destroy 5 years after separation from employ- ment. For exceptions, see note 4.</del>
<p><del>*Note 4: Retain folders of Turkish employees in Turkey for a period of 10 years after termination of employment, then retire to NPRC/CPR under table 40-1, rule 8. Retain folders of Filipino employees in the Philippines for 20 years after termination of employment, then destroy.</del></p>				

[Not  
Approved]