

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

|   |  |
|---|--|
| LEAVE BLANK   |  |
| JOB NO<br><i>NCI-ARU-81-49</i>  |  |
| DATE RECEIVED<br><i>May 22, 1981</i>  |  |
| 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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10 |  |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>6-29-81</i><br>Date  | <i>[Signature]</i><br>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

Information Management and Resources Division

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<br><b>12 MAY 1981</b> | D. SIGNATURE OF AGENCY REPRESENTATIVE<br><i>Herbert G. Geiger</i>  | E. TITLE<br><b>HERBERT G. GEIGER, Chief<br/>Information Mgt and Resource Div</b> |
| 7. ITEM NO                    | 8. DESCRIPTION OF ITEM<br>(With Inclusive Dates or Retention Periods)  | 9. SAMPLE OR JOB NO  |
|                               | <p align="center"><b>PERSONNEL IDENTIFICATION AND PASS DOCUMENTATION</b><br/>(Table 30-2) (Applicable Air Force-wide)</p> <p>The purpose of this submission is to change column D, table 30-2, rule 11. The DD Form 1172, Application for Uniformed Services Identification and Privilege Card, may be issued at any Air Force or Army installation when proper documentation is presented. The DD 1172 does not indicate where the last document is filed, therefore, verifying office may not know when a new form is issued and is unable to comply with the present requirement to destroy when superseded by a new application or destruction of related credential, as applicable. We need to make disposition criteria explicit enough so that the verifying offices will know when to destroy their documentation. The revised disposition standard to destroy upon receipt of processed application which supersedes application on file, or at the end of the year in which the ID card expires, as applicable, will meet the requirement.</p> | <p><del>NCI-ARU-</del><br/><del>7-29-81</del></p>                                |
|                               |  | 10. ACTION TAKEN   |
|                               |  | <i>[Signature]</i>   |

*Closed Out: 7-9-81: K.T.J.  
Copy to Agency*

TABLE PERSONNEL IDENTIFICATION AND PASS RECORDS

| R<br>U<br>L<br>E | A                                 | B   | C   | D  |
|------------------|-----------------------------------|---|---|--|
|                  | If documents are<br>or pertain to | consisting of   | which are   | then   |
| 11               | applications                      | forms or correspondence<br>used as applications or<br>requests for identifica-<br>tion credentials or<br>passes | retained by verifying<br>and issuing activities<br>as a receipt for US<br>Armed Forces<br>credentials issued<br>under AFR 30-20 | *destroy upon receipt<br>of processed appli-<br>cation which super-<br>sedes application on<br>file, or at the end<br>of the year in which<br>the ID card expires,<br>as applicable.<br>(Exception: Comply<br>with AFR 30-20, para<br>2-7, for separatees<br>and discharged<br>persons.) |