

REQUEST FOR RECORDS DISPOSITION AUTHORITY

(See Instructions on reverse)

LEAVE BLANK

JOB NO.

NCI-AFU-85-29

DATE RECEIVED

6-10-85

NOTIFICATION TO AGENCY

In accordance with the provisions of 44 U.S.C. 3303, the disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10. If no records are proposed for disposal, the signature of the Archivist is not required.

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
Records Management Branch

4. NAME OF PERSON WITH WHOM TO CONFER
Dennis F. Shuell

5. TELEPHONE EXT.
694-3494

DATE

1-15-86

ARCHIVIST OF THE UNITED STATES

Frederick S. Burke

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 3 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified; and that written concurrence from the General Accounting Office, if required under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies, is attached.

A. GAO concurrence. ☐ is attached, or ☒ is unnecessary.

B. DATE

31 MAY 1985

C. SIGNATURE OF AGENCY REPRESENTATIVE

Inace T. Rowe

D. TITLE

Records Mgt Branch

7
ITEM
NO8 DESCRIPTION OF ITEM
(With Inclusive Dates or Retention Periods)9 GRS OR
SUPERSEDED
JOB
CITATION10 ACTION
TAKEN
(NARS USE
ONLY)

1

PERSONAL AFFAIRS RECORDS
(Table 211-1) (Applicable Air Force-wide)

NCI-AFU-
82-25

One copy of the AF Form 694, Data for Payment of Retired Air Force Personnel, is forwarded to the Air Force Accounting and Finance Center (AFAFC) where it is maintained in the individual's pay folder. It is destroyed with the folder (6 years after calendar year in which the annuitant dies or is terminated).

However, if in the administrative process the form is not forwarded to AFAFC for incorporation in the pay folder, the only record of the form is at the Consolidated Base Personnel Office (CBPO). This form is currently maintained for only 3 months after date of the individuals separation.

By law, the Air Force must maintain evidence that the spouse was notified when the retiring member elects less than maximum SBP coverage for the spouse. This is accomplished by having the spouse sign the reverse side of the AF Form 694.

Periodically the Air Force is sued by widows/widowers who allege they were not notified. If the Air Force cannot produce evidence of spouse notification, the Air Force can end up paying a life time annuity to the widow/widower.

copy sent to agency 1-16-86
NA

REQUEST FOR RECORDS DISPOSITION AUTHORITY – CONTINUATION		JOB NO.	PAGE OF
7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARS USE ONLY)
	<p>The administrative process to ensure the copy of the AF Form 694 has been forwarded to AFAFC for inclusion in the individual pay folder takes longer than 3 months.</p> <p>Therefore, request the retention period for this form be changed from 3 months to 1 year (see atch). This would satisfy the needs of the Air Force.</p>		

TABLE 211-1 Personal Affairs Records

R U L E	A	B	C	D
	If documents are or pertain to	consisting of	which are	then
15	Survivor benefit plan (SBP)	copies of SBP election notification to spouse and other related docu- ments	at initiating activi- ties	destroy after 1 year