

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

*10/15/80*

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

5. TEL EXT

Mrs. Grace T. Rowe

694-3527

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JOB NO <b>NCI-AFU-81-3</b>	
DATE RECEIVED <b>October 16, 1980</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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10	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>10-23-80</i> Date	<i>Robert H. [Signature]</i> 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 4 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>6 OCT 1980</b>	D. SIGNATURE OF AGENCY REPRESENTATIVE <i>Herbert G. Geiger</i>	E. TITLE <b>HERBERT G. GEIGER, Chief Information Mgt and Resource Div</b>
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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 align="center">PRIVACY ACT DOCUMENTATION (Table 12-2, Applicable Air Force-wide)</p> <p>The purpose of this submission is to add a note 3 to rule 7, table 12-2, to allow for the destruction after 1 year or when no longer needed, whichever is sooner, of certain disclosure action correspondence or Air Force Form 771, Accounting of Disclosures, used to input data into the computerized Privacy Act Tracking Systems (PATS). PATS is managed by the Air Force Manpower and Personnel Center. It is a computerized digital system designed for the purpose of maintaining a record of all accountable disclosures and documented statements of disagreements (disputes) made from, or becoming a part, of certain personnel systems of records. It is used for active duty regular and Reserve force military personnel. The PATS record complies with the Privacy Act requirement for maintaining disclosure accounting for at least 5 years or the life of the record, whichever is later, and supports the Privacy Central Accounting Office concept of providing individuals with a ready accounting of disclosures made from personnel systems of records. After entry into PATS, the paper documents are not required to also be kept for the 5 years or life of the record. This would be a duplication of effort. It is only practical</p>		<b>1 item</b>

*Closed Out: 10-24-80: K.T.D.  
Copy sent to Agency*

**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
	<p>to keep these documents temporarily to assure that the PATS system is accurate and complete. Recommend disposition, "destroy after 1 year or when no longer needed, whichever is sooner."</p>		

TABLE 12-2

PRIVACY ACT Program

R U L E	A	B	C	D
	If documents are or pertain to	consisting of	which are	then
1	Privacy Act general administrative files	documents relating to the general administration of the Privacy Act of 1974 and AFR 12-35	* functional guidance, clarification and operating determinations not covered elsewhere on this table	destroy when superseded, obsolete, or no longer needed.
2	Privacy Act case files	requests from and replies to individuals on whether a system of records contains a record pertaining to them	not concurrently processed as requests for access or amendment of records	destroy 4 years after final action.
3		requests from and replies to individuals for access to or amendment of records pertaining to themselves and which are processed under the Privacy Act (AFR 12-35), and includes approvals, denials, appeals, statements of disagreements, summaries or statements of AF reasons for not amending records, copy or portion of the record denied access (or its file location) or amendment, and all actions from initial request through final appeal	for requests totally granted	
4			for requests totally or partially denied and not appealed	
5			for requests totally or partially denied and are appealed, exclusive of records in rule 6	destroy 4 years after final determination by the Secretary of the Air Force (SAF/AA), or 3 years after final adjudication by the courts, whichever is later.
6		statements of disagreement and AF justifications for refusal to amend a record which are filed with the subject individual's record, or maintained so as to permit ready retrieval and referral whenever the disputed record is disclosed	disposition is the same as the individual's record, or 4 years after final determination by the Secretary of the Air Force (SAF/AA), or 3 years after final adjudication by the courts, whichever is later.	
7	accounting of disclosures	documents used for maintaining an accurate accounting of the date, nature, and purpose of each disclosure of a record from a system of records to any person or another agency as required by AFR 12-35, and shows the subject individual's name, requester's name and address, purpose and date of disclosure, and proof of subject individual's consent when applicable	either filed in or maintained separately from the records to which they pertain	retain for the life of the disclosed record, or destroy 5 years after the date of disclosure, whichever is later (Notes 1 and 3)*
8	reports of systems of records	documents relating to preparation, coordination, and submission of notices of systems of records for publication in the Federal Register, including reports	at HQ USAF/DAA	destroy 2 years after discontinuance of the system of records or on disapproval of a system.

2 January 1979

AFM 1250(C17)



10-32.1

TABLE 12-2 (Continued)				
R U L E	A	B	C	D
	If documents are or pertain to	consisting of	which are	then
9		of new or changed systems, public or government agency comments and responses, published system notices, justifications and approvals of exemptions, and annual or other evaluations of the relevancy and necessity of information in systems of records	maintained by systems managers responsible for systems of records	
10			maintained by Privacy Act officers and monitors	destroy after 2 years.
11	Privacy Act reports	recurring and one-time reports and information requirements relating to the Privacy Act Program, including annual reports to Office of Management and Budget and the Congress	annual reports at HQ USAF/DAA	retire as permanent.)
12			all reports exclusive of rule 11	destroy after 2 years.
13	receipts for monies	receipts, cash collection sheets, and related data	maintained by offices collecting fees for copies of records	see table 117-17. (See also note 2 below)
14	legal opinions	opinions establishing precedent or based on precedent opinions		see table 110-1.

10-32.2

NOTES: 1. Although the accounting of disclosure is required to be maintained for at least 5 years, the related disclosed record will be destroyed when it becomes eligible as prescribed elsewhere in this manual.

2. Small volumes of money receipts may be filed and disposed of with documentation in rules 3, 4, or 5 as applicable.

\*3. Action correspondence for disclosures or the Air Force Form 771, Accounting of Disclosures, or both, that are used to input data into the Privacy Act Tracking System (PATS) may be destroyed after 1 year or when no longer needed, whichever is sooner. PATS serves as the accounting of disclosure record in these cases.