

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

*11/4/80*  
LEAVE BLANK

TO **GENERAL SERVICES ADMINISTRATION,  
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408**

JOB NO

**NCI-AFU-81-13**

DATE RECEIVED  
**November 7, 1980**

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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10

*11-19-80* *[Signature]*  
Date Archivist of the United States

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

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 <b>28 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"><b>PERSONNEL IDENTIFICATION AND PASSES (Table 30-2) (Applicable Air Force-wide)</b></p> <p>The purpose of this submission is to change the disposition criteria for identification card logs or registers from destroy 2 years after issue of last card listed on the log or register (table 30-2, rule 15) to destroy 5 years after issue of last card listed on log or register. The extended retention period will provide a better audit trail on the cards and meet the investigative reference requirements of the Air Force Office of Special Investigations. The logs/registers are deleted from rule 15 and described in new rule 15.2.</p>	<p><del>NCI-AFU-78</del> <b>GRS 11, Item 4b Deviation</b></p>	<p align="right"><b>2 items</b></p>

*Closed Out: 11-24-80: KITJ.  
Copy to Agency*

TABLE 30-2 Personnel Identification and Passes

R U L E	A	B	C	D
	If documents are or pertain to	consisting of	which are	then
15	accountability records	*receipts for blank accountable forms, destruction certificates for destroyed blank accountable forms, and similar records.	completed by issuing officers to record the issuance of identification credentials/passes	*destroy 2 years after issue of last card listed on accountable form receipt
15.2 *	Identification card (ID) logs/registers	Issuance Record - Accountability Identification Card forms	completed by issuing officers to record the issuance of identification cards (ID)	destroy 5 years after issue of last card listed on the log or register forms