

REQUEST FOR RECORDS DISPOSITION AUTHORITY <i>(See Instructions on reverse)</i>		LEAVE BLANK	
TO: GENERAL SERVICES ADMINISTRATION NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408		JOB NO. <i>NCI-AFU-85-29</i>	
		DATE RECEIVED <i>6-10-85</i>	
1. FROM (Agency or establishment) DEPARTMENT OF THE AIR FORCE		NOTIFICATION TO AGENCY In accordance with the provisions of 44 U.S.C. 3305, 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disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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.	
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 <i>1-15-86</i>	ARCHIVIST OF THE UNITED STATES <i>Frederick S. Bunker</i>
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 <i>31 MAY 1985</i>	C. SIGNATURE OF AGENCY REPRESENTATIVE <i>Inace T Rowe</i>	D. TITLE Records Mgt Branch
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7 ITEM NO	8 DESCRIPTION OF ITEM <i>(With Inclusive Dates or Retention Periods)</i>	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN <i>(NARS USE ONLY)</i>
1	<p style="text-align: center;">PERSONAL AFFAIRS RECORDS (Table 211-1) (Applicable Air Force-wide)</p> <p>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).</p> <p>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.</p> <p>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.</p> <p>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.</p>	NCI-AFU-82-25	

copy sent to agency 1-16-86
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REQUEST FOR RECORDS DISPOSITION AUTHORITY - CONTINUATION		JOB NO.	PAGE
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	<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 documents	at initiating activities	destroy after 1 year