

air force
**REQUEST FOR AUTHORITY
TO DISPOSE OF RECORDS**

3111
(See Instructions on Reverse)

LEAVE BLANK	
DATE RECEIVED <i>11/9/73</i>	JOB NO. <i>00748085</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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10.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>11-23-73</i> Date	<i>James B. Rooder</i> Archivist of the United States

TO: GENERAL SERVICES ADMINISTRATION,
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, D.C. 20408

1. FROM (AGENCY OR ESTABLISHMENT)
DEPARTMENT OF THE AIR FORCE, HQ USAF

2. MAJOR SUBDIVISION
Directorate of Administration

3. MINOR SUBDIVISION
Documentation Systems Division

4. NAME OF PERSON WITH WHOM TO CONFER
Mr. K.J. Bilek

5. TEL. EXT.
11/29209

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 1 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified.

6 NOV 1973

Herbert G. Geiger
(Signature of Agency Representative)

HERBERT G. GEIGER, Chief
Documentation Systems Division
Directorate of Administration

(Date)

(Signature of Agency Representative)

(Title)

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
1	<p>ACCIDENT/INCIDENT REPORTING RECORDS (127-2) (Applicable Air Force-wide)</p> <p>See attached table 127-2, rules 12, 13 and 14 which provides disposition for Occupational Safety and Health Act (OSHA) forms 100F and 102F. AF Forms 2048 and 2049 are also included. Public Law 91-596, 84 Stat. 1590 was applied to businesses engaged in interstate commerce and became effective 28 April 1971 to assure so far as possible every working man and woman in the nation safe and healthful working conditions and to preserve our human resources. The Act promulgated Federal occupational safety and health standards, established a recordkeeping and reporting system, and provided for an inspection and compliance program. The retention period was established by the above cited public law.</p>	DLT 127-2 rules 12, 13 14	

TABLE 127-2 (Continued)

R U L E	A	B	C	D
	If documents are or pertain to	consisting of	which are	then
9	accident/incident reference sheets	records maintained by AF/IGDSR to research specific occurrences involving aircraft and missile accidents/incidents	paper records	destroy after 2 years.
10			microfilm copies	destroy after 30 years.
11	pilot repeater files	EAM cards which serve as a record file of rated individuals involved in one or more accidents/incidents	prepared and maintained within AF/IGDSR	destroy when no longer needed.
12 ★	civilian employee injuries and illness	log of occupational injuries illnesses; <u>summary reports</u> of AF occupational injuries and illnesses for civilian employees and related records	OSHA 100F OSHA 102F AF 2049 AF 2049	<u>destroy after 5 years.</u>
13 ★		review of <u>AF standards</u> for consistency with OSHA; <u>notification</u> of inconsistency with safety and health standards in AF directives and related correspondence		
14 ★		Department of Labor citations	<i>Citations are issued for violations by the Dept. of Labor.</i>	

Note: Records pertaining to Senior Crown and Senior Year aircraft will be destroyed 2 years after weapon systems are declared obsolete, or dropped from AF inventory.