

Request for Records Disposition Authority

Records Schedule Number **DAA-AFU-2019-0007**
Schedule Status **Approved**

Agency or Establishment **Department of the Air Force**
Record Group / Scheduling Group **Air Force Undifferentiated**
Records Schedule applies to **Agency-wide**
Schedule Subject **Law (51 Series) - Legal Assistance (T51-05)**
Internal agency concurrences will be provided **No**

Background Information **This schedule revises current Table 51-05, as follows. Rules 1.00 through 4.00 are revised. Rules 5.00 and 6.00 remain unchanged under their current authority. Rule 7.00 is deleted because all the records covered by it have been disposed of according to the current disposition and no new records are being created. This schedule is media neutral.**

Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
4	0	4	0

GAO Approval

Outline of Records Schedule Items for DAA-AFU-2019-0007

Sequence Number	
1	Dual Representation Letter Disposition Authority Number: DAA-AFU-2019-0007-0001
2	Notary Logs of Military Notaries Disposition Authority Number: DAA-AFU-2019-0007-0002
3	Notary Logs of Civilian Notaries Disposition Authority Number: DAA-AFU-2019-0007-0003
4	Non-JA Notaries Appointment Letters at Geographically Separate Units Disposition Authority Number: DAA-AFU-2019-0007-0004

Records Schedule Items

Sequence Number					
1	<p>Dual Representation Letter</p> <p>Disposition Authority Number DAA-AFU-2019-0007-0001</p> <p>Dual Representation Letter, authorizing an attorney to represent a client and the client's spouse in the estate planning process</p> <p>Final Disposition Temporary</p> <p>Item Status Active</p> <p>Is this item media neutral? Yes</p> <p>Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? Yes</p> <p>Do any of the records covered by this item exist as structured electronic data? Yes</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 50%;">Manual Citation</th> <th style="width: 50%;">Manual Title</th> </tr> </thead> <tbody> <tr> <td>T51-05 R01.00</td> <td>AF RDS</td> </tr> </tbody> </table> <p>GRS or Superseded Authority Citation N1-AFU-03-17 / 51/5/1</p> <p>Disposition Instruction</p> <p>Retention Period Legal Offices destroy 1 year after the date the client endorses the letter; attorneys destroy after that same time period or after the retention period required by their applicable state bar rules, whichever is later.</p> <p>Additional Information</p> <p>GAO Approval Not Required</p>	Manual Citation	Manual Title	T51-05 R01.00	AF RDS
Manual Citation	Manual Title				
T51-05 R01.00	AF RDS				
2	<p>Notary Logs of Military Notaries</p> <p>Disposition Authority Number DAA-AFU-2019-0007-0002</p> <p>Notary Logs of Military Notaries that includes signers name, signature, type document, date and location</p> <p>Final Disposition Temporary</p> <p>Item Status Active</p>				

Is this item media neutral? **Yes**
 Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? **Yes**
 Do any of the records covered by this item exist as structured electronic data? **Yes**

Manual Citation	Manual Title
T51-05 R02.00	AF RDS

GRS or Superseded Authority Citation **N1-AFU-03-17 / 51/5/2**

Disposition Instruction

Retention Period **Destroy 3 years after the military notary completes service.**

Additional Information

GAO Approval **Not Required**

Notary Logs of Civilian Notaries

Disposition Authority Number **DAA-AFU-2019-0007-0003**

Notary logs of civilian notaries that includes signers name, signature, type of document, date and location

Final Disposition **Temporary**

Item Status **Active**

Is this item media neutral? **Yes**

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? **Yes**

Do any of the records covered by this item exist as structured electronic data? **Yes**

Manual Citation	Manual Title
T51-05 R03.00	AF RDS

GRS or Superseded Authority Citation **N1-AFU-03-17/ 51/5/3**

3

4

Disposition Instruction

Retention Period Dispose of in accordance with applicable state law. If there is no applicable state law, destroy 3 years after the civilian notary's last notarial act.

Additional Information

GAO Approval Not Required

Non-JA Notaries Appointment Letters at Geographically Separate Units

Disposition Authority Number DAA-AFU-2019-0007-0004

Non-JA notaries appointment letters at geographically separate units. The letter designates an individual to a particular position.

Final Disposition Temporary

Item Status Active

Is this item media neutral? Yes

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? Yes

Do any of the records covered by this item exist as structured electronic data? Yes

Manual Citation	Manual Title
T51-05 R04.00	AF RDS

GRS or Superseded Authority Citation N1-AFU-03-17 / 51/5/4

Disposition Instruction

Retention Period Destroy 3 years after turning in notary log.

Additional Information

GAO Approval Not Required

Agency Certification

I hereby certify that I am authorized to act for this agency in matters pertaining to the disposition of its records and that the records proposed for disposal in this schedule are not now needed for the business of the agency or will not be needed after the retention periods specified.

Signatory Information

Date	Action	By	Title	Organization
02/14/2019	Certify	Tommy Lee	Air Force Records Officer	AFU 0341 0461 0342 - AFU 0341 0461 0342
05/06/2020	Submit for Concurrence	Richard Noble	Senior Appraisal Archivist	National Archives and Records Administration - Records Management Services
05/22/2020	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
05/29/2020	Concur	Laurence Brewer	Chief Records Officer	National Records and Archives Administration - National Records and Archives Administration
06/02/2020	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist