

Request for Records Disposition Authority

Records Schedule Number DAA-AFU-2019-0027
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 Secretary Donald Rice's Calendars (T33-45)
Internal agency concurrences will be provided No

Background Information Schedule Secretary Rice's calendars.

Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
1	1	0	0

GAO Approval

Outline of Records Schedule Items for DAA-AFU-2019-0027

Sequence Number

1

Secretary Donald Rice's Schedule of of Daily Activities Disposition Authority Number: DAA-AFU-2019-0027-0001

Records Schedule Items

Sequence Number	1									
Secretary Donald Rice's Schedule of of Daily Activities										
Disposition Authority Number DAA-AFU-2019-0027-0001										
Schedule of daily activities (calendars) of Secretary Donald Rice, documenting meetings, telephone calls, persons contacted, and subject matter covered.										
Final Disposition Permanent										
Item Status Active										
Is this item media neutral? No										
Explanation of limitation All of the records are in paper format.										
Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? No										
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; padding: 2px;">Manual Citation</td> <td style="width: 50%; padding: 2px;">Manual Title</td> </tr> <tr> <td style="padding: 2px;">Unscheduled</td> <td style="padding: 2px;">AF RDS</td> </tr> </table>		Manual Citation	Manual Title	Unscheduled	AF RDS					
Manual Citation	Manual Title									
Unscheduled	AF RDS									
Disposition Instruction										
Transfer to the National Archives for Accessioning Transfer to the National Archives upon approval of this schedule.										
Additional Information										
First year of records accumulation 1989										
End year of records accumulation 1993										
What will be the date span of the initial transfer of records to the National Archives? From 1989 To 1993										
How frequently will your agency transfer these records to the National Archives? Unknown One-time transfer.										
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;"></td> <td style="width: 25%;">Estimated Current Volume</td> <td style="width: 25%;">Annual Accumulation</td> </tr> <tr> <td style="padding: 2px;">Electronic/Digital</td> <td></td> <td></td> </tr> <tr> <td style="padding: 2px;">Paper</td> <td style="padding: 2px;">1 Cubic feet</td> <td></td> </tr> </table>			Estimated Current Volume	Annual Accumulation	Electronic/Digital			Paper	1 Cubic feet	
	Estimated Current Volume	Annual Accumulation								
Electronic/Digital										
Paper	1 Cubic feet									

Microform		
Hardcopy or Analog Special Media		

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
06/06/2019	Certify	Tommy Lee	Air Force Records Officer	AFU 0341 0461 0342 - AFU 0341 0461 0342
11/04/2019	Submit for Concurrence	Richard Noble	Senior Appraisal Archivist	National Archives and Records Administration - Records Management Services
11/06/2019	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
11/06/2019	Concur	Laurence Brewer	Chief Records Officer	National Records and Archives Administration - National Records and Archives Administration
11/08/2019	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist