

REQUEST FOR RECORDS DISPOSITION AUTHORITY <i>(See Instructions on reverse)</i>		(Leave Blank (NARA use only))	
TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		JOB NUMBER <i>21-AF 2-00-2</i>	
1. FROM (Agency or establishment)		DATE RECEIVED <i>3-10-2000</i>	
2. MAJOR SUBDIVISION HQ COMMUNICATIONS & INFORMATION CENTER		NOTIFICATION TO AGENCY	
3. MINOR SUBDIVISION CORPORATE INFORMATION DIVISION		In accordance with the provisions of 44 U.S.C. 3303a the disposition request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	
4. NAME OF PERSON WITH WHOM TO CONFER DENISE MALLOY	5. TELEPHONE (703) 588-6193		

6. 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 on the attached 1 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, under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies,

is not required; is attached; or has been requested.

DATE 26 JUL 99	SIGNATURE OF AGENCY REPRESENTATIVE <i>Cheryl D. Gumaer</i>	TITLE CHERYLE D. GUMAER Air Force Records Manager
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7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
1.	<p>AMERICAN FORCES RADIO AND TELEVISION (AFRT) RECORDS ARMED Air Force proposed change to Table 35-3, Rule 7-11</p> <p>Justification: Broadcasting units operate under unique procedures making tracking necessary. Without the additions, documentation pertaining to facilities will be destroyed prematurely by units.</p> <p>See attached table format showing how we want to describe the retention of these records</p> <p>This series does not cover electronic records and is not maintained in a Privacy Act System of records.</p> <p><i>Electronic copies created on electronic mail and electronic input records (word processing, form filler software) will be deleted when recordkeeping copy has been produced and when no longer needed for reference, updating, revision, or dissemination.</i></p> <p><i>Agency Number NR</i></p>		

*AF/annouse
4-6-00*

TABLE 35-3

ARMED FORCES RADIO AND TELEVISION (AFRT) RECORDS

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
1.	7 AFRTS workload factor reports	monthly worksheets and reports, explanations of deviations	at HQ AFNEWS and broadcast units in overseas area	destroy after 1 year. AUTH:
2.	8 Product reviews	product quality assessments, critiques, review of external products, audience questionnaires and surveys		destroy after 1 year. AUTH:
3.	9 AFRTS broadcast material library, program reference and guidance material	information on program materials, scheduling, restrictions, clearances, broadcast materials delivery systems, audience questionnaires		destroy when superseded or obsolete. AUTH:
4.	10 Library Inventories of Broadcast Material	AFRTS program and spot library inventories, spot cancellation notices, authorization to retain satellite delivered materials	at local AFRTS facilities	destroy when superseded or 1 year after materials are shipped or destroyed, <i>whichever is later.</i> AUTH:
5.	11 Library Material disposition	Request for disposition and disposition instruction for accountable library material, certificates of destruction, packing listings for shipment, spot cancellation notices	at receiving or requesting activity	destroy after 1 year, or on receipt of corrected inventory, whichever is later. AUTH: