

<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b> (See Instructions on reverse)		<b>LEAVE BLANK (NARA use only)</b>	
TO NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		JOB NUMBER <i>NI-AFW-00-6</i>	DATE RECEIVED <i>5/1/2000</i>
1. FROM (Agency or establishment) DEPARTMENT OF THE AIR FORCE		NOTIFICATION TO AGENCY	
2. MAJOR SUBDIVISION HQ COMMUNICATIONS & INFORMATION CENTER		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	
3. MINOR SUBDIVISION CORPORATE INFORMATION DIVISION		DATE <i>1-30-01</i>	ARCHIVIST OF THE UNITED STATES <i>[Signature]</i>
4. NAME OF PERSON WITH WHOM TO CONFER GENE B. SULLIVAN	5. TELEPHONE (703) 588-6192		

**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 2 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 <i>4/29/00</i>	SIGNATURE OF AGENCY REPRESENTATIVE <i>Cheryle D. Gumaer</i>	TITLE CHERYLE D. GUMAER Air Force Records Officer
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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 GRS OR SUPERSEDED JOB CITATION	10.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)
<i>1</i>	<del>Utility Systems and Services</del> ← (change per R. Noble email)		
<i>2</i>	<p><del>Environmental Planning</del>. Electronic copies created on electronic mail and electronic input records (word processing, form filler software) will be deleted after recordkeeping copy has been produced and when no longer needed for reference, updating, revision, or dissemination.</p> <p>Air Force proposes changes to Table 32-24, Rule 13 (New)</p> <p>Documents condition of facility grounds and lightning protection systems and serve as documentation of test and inspections. Data is analyzed for undesirable trends and compliance with criteria.</p> <p>See attached table format describing the retention of these records.</p> <p>The Privacy Act System of Records does not apply.</p>	to C. Gumaer (12/14/00)	
		NEW	

*Agency, DWMW, NR*

**TABLE 32-24**

(change per R. Noble email to C. Gumaer 12/14/00)

~~ENVIRONMENTAL PLANNING~~ UTILITY SYSTEMS AND SERVICES

	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>
<b>R U L E</b>	<b>If the records are or pertain to</b>	<b>Consisting of</b>	<b>which are</b>	<b>Then</b>
<b>*13 (New)</b>	<b>Facility ground or lightning protection systems</b>	<b>Documentation of periodic building inspection and tests</b>	<b>Retained at the base civil engineer office for each applicable building</b>	<b>Destroy when no longer needed, but no sooner than six inspection or test cycles for facilities still in use.</b>

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