

<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b> (See Instructions on reverse)		LEAVE BLANK (NARA use only)	
TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		JOB NUMBER 71-AFW-00-7	
1. FROM (Agency or establishment) DEPARTMENT OF THE AIR FORCE		DATE RECEIVED 5/1/2000	
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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	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 GENE B. SULLIVAN	5. TELEPHONE (703) 588-6192	DATE	ARCHIVIST OF THE UNITED STATES  WITHDRAWN

**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 4/20/00	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 GRS OR SUPERSEDED JOB CITATION	10.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)
1.	<p>Congressional Records. 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 90-4. Add Rule 6 and 7</p> <p>Rule 6 - Our experience has been that issues do not carry over more than two hearing cycles (Congressional Hearing cycles generally run from mid Jan to Jul). AF leadership normally have departed after three years and there is no need to go back to see what they said on a particular issue. Congressional membership also changes every two years.</p> <p>Rule 7 - Records maintained in witness office do not constitute the Official Air Force record of the Congressional hearing. They are used for reference for the witness. Some witnesses come from outside the Washington Metropolitan area, so it is not practical from them to use the LLP or LLW files.</p> <p>See attached table format describing the retention of these records.</p> <p>Privacy Act System of Records does not apply.</p>	NEW	JOB WITHDRAWN 9/25/00 JROBSON

<b>TABLE 90-4</b>				
<b>CONGRESSIONAL RECORDS</b>				
	<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>*6 (New)</b>	<b>Congressional Committee Hearings (Except Senate &amp; House Appropriations Committee Hearings)</b>	<b>transcripts, questions for the records and answers, inserts for the record, hearing announcements, hearing resumes, prepared witness statements, tracking reports, record of security &amp; policy review, copies of coordination and other backup material</b>	<b>at SAF/LLP and SAF/LLW</b>	<b>destroy after 3 years</b>  <b>WITHDRAWN</b>
<b>*7 (New)</b>			<b>at witness office</b>	<b>destroy after 1 year, or when no longer needed whichever is later</b> <b>WITHDRAWN</b>