

REQUEST FOR RECORD POSITION AUTHORITY <i>(See Instructions on reverse)</i>		DO NOT LEAVE BLANK (NARA use only)	
TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		JOB NUMBER <i>NI-AFU-02-01</i>	
1. FROM (Agency or establishment) DEPARTMENT OF THE AIR FORCE		DATE RECEIVED <i>01/11/02</i>	
2. MAJOR SUBDIVISION COMMUNICATIONS AND INFORMATION		NOTIFICATION TO AGENCY	
3. MINOR SUBDIVISION ENTERPRISE INFORMATION RESOURCE MANAGEMENT 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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	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 <i>OLTHEA S. CROOM</i>	5. TELEPHONE <i>(703) 588-6194</i>		

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 <i>3 Jan 02</i>	SIGNATURE OF AGENCY REPRESENTATIVE <i>[Signature]</i> OLTHEA S. CROOM	TITLE 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 GRS OR SUPERSEDED JOB CITATION	10.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># 2</i>	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. OFFICE SUPPORT - TABLE 37-14 This submission is to schedule records under Table 37-14, Rule 21. Specific changes are discussed below.		
<i># 1</i>	Records are covered under GRS 23, Item 5 and must be appraised by NARA and a retention prescribed. Records consist of phone logs, memorandum of calls, and schedules from the former Secretary of the Air Force, Mr. Peters. Volume of records are: bound appointment book, unnumbered loose-leaf memorandum of calls, spiral notebook phone logs, and loose-leaf daily schedules. <i>Disposition for item 1: Permanent. Transfer to the National Archives upon approval of this schedule.</i> <i>[Disposition agreed to by Olthea Croom 5/17/02. - R. Noble]</i>	GRS 23, Item 5	

SA sent copies to Agency, NR

ITEM	TITLE	LOCATION	V/R	DISPOSITION
1	Rule 19 Records Containing Unique Substantive Information Relating To The Activities Of High Level Officials			T 037-14 R 21.00
1-01		SECRETARY PETERS' MEMORANDUM OF CALLS		
1-02		SECRETARY PETERS' PHONE LOG		
1-03		SECRETARY PETERS' SCHEDULE JAN 7, 98 - DEC 23, 98		
1-04		SECRETARY PETERS' SCHEDULE JAN 4, 99 - DEC 23, 99		
1-05		SECRETARY PETERS' SCHEDULE JAN 3, 00 - JAN 18, 01		
1-06		SECRETARY PETERS' APPOINTMENTS BOOK 1997		
1-07		SECRETARY PETERS' APPOINTMENTS BOOK 1998		
1-08		SECRETARY PETERS' APPOINTMENTS BOOK 1999		
1-09		SECRETARY PETERS' APPOINTMENTS BOOK 2000		