

REQUEST FOR RECORDS DISPOSITION AUTHORITY <i>(See Instructions on reverse)</i>		VE BLANK (NARA use only)	
TO NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		JOB NUMBER <i>71-AFW-02-19</i>	
1 FROM (Agency or establishment) DEPARTMENT OF THE AIR FORCE		DATE RECEIVED <i>5-29-2002</i>	
2 MAJOR SUBDIVISION HQ COMMUNICATIONS AND INFORMATION CENTER		NOTIFICATION TO AGENCY 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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	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			
4. NAME OF PERSON WITH WHOM TO CONFER OLTHEA S. CROOM	5 TELEPHONE (703) 588-6194	DATE <i>1-14-03</i>	ARCHIVIST OF THE UNITED STATES <i>John W. Paul</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>21 MAY 02</i>	SIGNATURE OF AGENCY REPRESENTATIVE <i>Olthea S Croom</i>	TITLE AIR FORCE RECORDS OFFICER <i>Olthea S Croom</i>
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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 GRS OR SUPERSEDED JOB CITATION	10.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		
<i>2</i>	CORRECTION RECORDS (TABLE 31-2) This submission adds Rule 2 to Table 31-2. Specific changes are discussed below. Records must be retained in the Clemency and Parole Board office in order to answer promptly Public Affairs or Judge Advocacy responses to Congress or the public, and to provide advisory opinions to the Air Force Board for the Correction of Military Records, whose jurisdiction over clemency and parole records begins after the Clemency and Parole Board ends supervision and continues for at least three years		

cc Agency NR NWML

Table 31-2. Correction Records.

	A	B	C	D
R U L E	If the records are or pertain to:	consisting of:	which are:	then:
*2	Clemency and Parole Board records	records pertaining to clemency/parole actions, summary of facility records, third party letters received by the Board, copies of decisions, internal notes	At the Board office	destroy 3 3 years after 3 inmate's maximum release date. AUTH:

1

Above change in disposition agreed to
by Olthea Croom 10/8/02. -R. Noble