

REQUEST FOR RECORDS DISPOSITION AUTHORITY

(See Instructions on reverse)

TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIRA)
WASHINGTON, DC 20408

1. FROM (Agency or establishment)
DEPARTMENT OF THE AIR FORCE

2. MAJOR SUBDIVISION
COMMUNICATION AND OPERATIONS DIRECTORATE

3. MINOR SUBDIVISION
FORCE AND INFORMATION MANAGEMENT DIVISION

4. NAME OF PERSON WITH WHOM TO CONFER
OLTHEA S. CROOM

5. TELEPHONE
(703) 588-6194

DO NOT WRITE IN THESE SPACES (NARA use only)

JOB NUMBER

71-AFW-03-2

DATE RECEIVED

10-18-02

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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.

DATE

ARCHIVIST OF THE UNITED STATES

8-16-04

John W. Paul

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
21 MAR 02

SIGNATURE OF AGENCY REPRESENTATIVE
OLTHEA S. CROOM

Olthea S. Croom

TITLE
AIR FORCE RECORDS OFFICER

7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
1	<p>Records are covered under GRS 23, Item 5 and must be appraised by NARA and a retention prescribed. Records consist of Standard Diary Appointment Books from Under Secretary Carol DiBattiste, and Dr. Delaney, Acting Secretary.</p> <p>OFFICE SUPPORT (TABLE 37-14)</p> <p>This submission is to schedule records under Table 37-14, Rule 21. Specific changes are discussed above and on attached.</p> <p>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>Disposition for item 1: <u>Permanent</u>. Transfer to the National Archives upon approval of this schedule.</p> <p><i>cc Delaney HR NWMD</i></p>	GRS 23, Item 5	<p>item 2 withdrawn, per Emma Hochgesang-Noffsinger, 8/10/04.</p>

Schedule of Daily Activities

- 01 - Ms. Carol DiBattiste Under Secretary,
Daily Schedule of Activities - 1999**
- 02 - Ms. Carol DiBattiste Under Secretary,
Daily Schedule of Activities - 2000**
- 03 - Ms. Carol DiBattiste Under Secretary,
Daily Schedule of Activities - 2001**
- 04 Dr. Delaney, Acting Secretary 20 Jan 01 - 5 Jun 01**