INACTIVE - ALL ITEMS SUPERSEDED OR OBSOLETE

Schedule Number: N1-AFU-03-002

All items in this schedule are inactive. Items are either obsolete or have been superseded by newer NARA approved records schedules.

Description:

NARA accessioned the records

National Archives Identifier: 23062989

Date Reported: 05/02/2022
REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NARA)
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

DATE RECEIVED
10-18-02

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

TITLE
AIR FORCE RECORDS OFFICER

7. ITEM NO.

8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION

<table>
<thead>
<tr>
<th>ITEM NO.</th>
<th>DESCRIPTION OF ITEM AND PROPOSED DISPOSITION</th>
<th>9. GRS OR SUPERSEDED JOB CITATION</th>
<th>10. ACTION TAKEN (NARA USE ONLY)</th>
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<tbody>
<tr>
<td>1</td>
<td>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. OFFICE SUPPORT (TABLE 37-14) This submission is to schedule records under Table 37-14, Rule 21. Specific changes are discussed above and on attached. 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. Disposition for item 1: Permanent. Transfer to the National Archives upon approval of this schedule.</td>
<td>GRS 23, Item 5</td>
<td>item 2 withdrawn, per Emma Hochgesang-Noffsinger, 8/10/04.</td>
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PREVIOUS EDITION NOT USABLE

STANDARD FORM 115 (REV. 3-91)
Prescribed by NARA
36 CFR 1228
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