

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-AF2-03-5</i>	
1. FROM (Agency or establishment) DEPARTMENT OF THE AIR FORCE		DATE RECEIVED <i>12-12-2002</i>	
2. MAJOR SUBDIVISION HQ COMMUNICATIONS AND 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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	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 OLTHEA S. CROOM	5. TELEPHONE (703) 588-6194		

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 <i>9 DEC. 02</i>	SIGNATURE OF AGENCY REPRESENTATIVE <i>Olthea S. Croom</i>	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 GRS OR SUPERSEDED JOB CITATION	10.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)
②	<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 style="text-align: center;">Public Affairs (TABLE 35-1) (Applicable Air Force-Wide)</p> <p>The records are in a system that serves as a reference source to allow the Department of Defense to correspond with internal and external audiences of significant interest to official Public Affairs programs to inform them about key aspects of issues, operations, and activities. Biographical records include, but not limited to name, current grade, marital status, local address, name and address of spouse, parents or guardians, photographs, name and address of civilian employer. The Air Force Privacy Officer will submit the system notice to be published in the Federal Register.</p>		

24 Copies sent to Agency, NR

Table 35-1

Public Affairs

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	Then
8	Biographical information - Your Guardians of Freedom	Biographical information including, but not necessarily limited to name, current grade, marital status, local address, name and address of spouse, parents or guardians, photographs, name and address of civilian employer	Public Affairs Office	Destroy when the individual request removal from the system, or one year from the last date the record was modified by the individual AUTH:

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→ WHICHEVER IS
 SOONER
 per telecon with
 O. Coom. 3-25-03
 CMC