

REQUEST FOR RECORDS DISPOSITION AUTHORITY (See Instructions on reverse)		VE BLANK (NARA use only)	
TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		JOB IBER 71-AF2-03-10	DATE RECEIVED 2-14-2003
1. FROM (Agency or establishment) DEPARTMENT OF THE AIR FORCE		NOTIFICATION TO AGENCY	
2. MAJOR SUBDIVISION HQ COMMUNICATIONS AND INFORMATION CENTER		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	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 7-3-03	ARCHIVIST OF THE UNITED STATES <i>[Signature]</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 <u>2</u> 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, <input checked="" type="checkbox"/> is not required; <input type="checkbox"/> is attached; or <input type="checkbox"/> has been requested.			
DATE 12 FEB 03 15 APR 02	SIGNATURE OF AGENCY REPRESENTATIVE OLTHEA S. CROOM <i>[Signature]</i>	TITLE AIR FORCE RECORDS OFFICER	
7. ITEM NO. ②	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION 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. CONGRESSIONAL RECORDS (TABLE 90-4, RULE 6) LEGAL ADMINISTRATION (TABLE 51-1, Rule 18) (Applicable Air Force-Wide) To provide information on members of Congress and their staffs for whom Air Force representatives may be testifying or for whom escorts may be provided to familiarize them with the Member's relationships with the Department of the Air Force as well as to handle mailings for Department of Defense related events and materials. Biographical data is retrieved from hyperlink site. Information is obtained through public source documents. Signature date and Table/Rule designation corrected per discussion with Olthea Croom. -R. Noble 2/19/03 cc Agency, DR, NWMZ	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)

90-4

TABLE 51-1		CONGRESSIONAL RECORDS			
LEGAL ADMINISTRATION		A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	Then	
① *18 6	Current members of the U.S. Congress and key Congressional staff members	biographical information on members of Congress and key staff members, mailing addresses, committee memberships, contact reports, floor votes, and individuals who are not re-elected or no longer serve in Congress	At SAF/LL	destroy on departure of individual from Congress. AUTH:	

Table and Rule designation corrected per discussion with

Olthea Croom.

-R. Noble

2/19/03