

REQUEST FOR RECORDS DISPOSITION AUTHORITY <i>(See Instructions on reverse)</i>		DO NOT WRITE IN THESE SPACES (NARA use only)	
TO NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		JOB NUMBER <i>71-AFW-03-22</i>	
1. FROM (Agency or establishment) DEPARTMENT OF THE AIR FORCE		DATE RECEIVED <i>9-22-2003</i>	
2. MAJOR SUBDIVISION DIRECTORATE OF COMMUNICATIONS OPERATIONS		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	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 FORCE AND INFORMATION MANAGEMENT DIVISION			
4. NAME OF PERSON WITH WHOM TO CONFER OLTHEA S CROOM Air Force Records Officer	5 TELEPHONE (703) 588-6194	DATE <i>1-12-05</i>	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 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 11 SEP 03	SIGNATURE OF AGENCY REPRESENTATIVE <i>[Signature]</i> OLTHEA S. CROOM	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 GRS OR SUPERSEDED JOB CITATION	10.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)
1	<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;">INCIDENT-BASED REPORTING (TABLE 31-13) (Applicable Air Force-Wide)</p> <p>DoD approved and published a "Shelf-Life" Policy for information contained within the Defense Incident-Based Reporting System (DIBRS) in DoD 7730.47-M, July 25, 2003 (pages 97-98). The Air Force's Security Forces Management Information System (SFMIS) program reports the necessary data to the DIBRS databank which is stored at the Defense Management Data Center (DMDC) at Monterey CA</p>		

SA 3/23/05 copies sent to Agency, Newnan, GA

TABLE 31-13

Incident-Based Reporting

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	Then
1	Offenses Reportable Under Brady, Lautenberg, Or Involving Sex Offender Registration		Maintained in Security Forces Management Information System (SFMIS)	Destroy 99 years from entry into SFMIS database AUTH
2	Class A Offenses	Records other than those disposed of by Article 15/administrative sanction, not reportable by the Department of Defense (DOD) under Brady, Lautenberg, or involving sex offender registration		Destroy 5 years after entry into database or term of confinement, whichever is later AUTH:
3	Military Offenses - Confinement of More Than 1 year or Death is Adjudged by Court-Martial	Records which there is no NIBRS equivalent, nor reportable by DOD under Brady and for which confinement of more than 1 year or death is adjudged by a court-martial		
4	Class B Offenses	Records other than those disposed of by Article 15/administrative sanction, nor reportable by DOD under Brady or involving sex offender registration		Destroy 3 years after entry into database or term of confinement, whichever is later AUTH
5	Military Offenses - Other Than Those Disposed Of By Article 15/Administrative Sanction	Records for which there is no NIBRS equivalent, nor reportable by DOD under Brady		Destroy 3 years after entry into database AUTH
6	Offenses Disposed of By Article 15	Offenses disposed of by Article 15 or by administrative sanction and not reportable by DOP under Brady, Lautenberg, or involving sex offender registration		Destroy 6 months after entry into database AUTH:
7	Acquittals	Set aside actions and unfounded allegations		Destroy immediately after action is completed AUTH: