

REQUEST FOR RECORDS DISPOSITION AUTHORITY (See Instructions on reverse)		JOB NUMBER 71-AF 6-04-5	
TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		DATE RECEIVED 6-4-2004	
1. FROM (Agency or establishment) DEPARTMENT OF THE AIR FORCE		NOTIFICATION TO AGENCY	
2. MAJOR SUBDIVISION DIRECTORATE OF COMMUNICATIONS OPERATIONS		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	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 C4 Enterprise Support Division (AF/ILCS)			
4. NAME OF PERSON WITH WHOM TO CONFER EMMA A. HOCHGESANG-NOFFSINGER Air Force Records Officer and Program Manager	5. TELEPHONE (703) 588-6310	DATE 11/13/07	ARCHIVIST INITIALS AND STATUS WITHDRAWN

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 2 Jun 04	SIGNATURE OF AGENCY REPRESENTATIVE <i>Emma A. Hochgesang-Noffsinger</i> EMMA A. HOCHGESANG-NOFFSINGER	TITLE Air Force Records Officer and Program Manager
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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 GRS OR SUPERSEDED JOB CITATION	10.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>(TABLE 90-04, Rules 7-12) (Applicable Air Force-Wide)</p> <p>Recommend these records be included in Table 90-4, Congressional Records. The requested six additional rules cover congressional records that do not currently have a disposition.</p> <p>Recommend these records be included in Table 90-4 for Congressional Records. The collection and use of these records is required according to HOI 33-3, Information Workflow Management and Correspondence Preparation, and HOI 33-9, Procedures for Air Force Witnesses Participating in Congressional Committee Hearings.</p> <p>The records cover communications between Congress and Air Force regarding Installations and Logistics issues and responses. Records are electronic and files are accessed 24/7.</p> <p>They will serve no purpose beyond 2 years after final action.</p>		<p>WITHDRAWN</p> <p>11/13/07</p>

SA 11/14/07

TABLE 90-04
Rule 7-12

CONGRESSIONAL RECORDS

	A	B	C	D
Rule	If the records are or pertain to	Consisting of	which are	Then
*7	Congressional Administration	Operating Instructions and other Deputy Chief of Staff (DCS) guidance, manpower documents, Rules of Engagement, Security, organizational training, etc. Documents include constituent inquiries, Congressional mandates, legislative initiatives, etc.	at USAF/ILPE	Destroy 2 years after final action or when no longer needed, whichever is later. AUTH:
*8	Congressional Binders	completed major congressional taskings maintained in an electronic binder format. Documents include Air Staff coordinated staff summary sheets, legislative initiatives, related briefings, issue papers, responses to constituent inquiries and other essential documents.	at USAF/ILPE	Destroy 2 years after final action or when no longer needed, whichever is later. AUTH:
*9	Congressional Calendars - Schedules	monthly Congressional Calendar of Events for the Deputy Chief of Staff, Congressional Posture Team Hearings schedules, Congressional Staffer visits to the Pentagon, participants, locations for calendar activities, etc.	at USAF/ILPE	Destroy 2 years after final action or when no longer needed, whichever is later. AUTH:
*10	Congressional Hearings	Deputy Chief of Staff's Congressional Hearing files in support of the SECAF/CSAF/USECAF/VCSAF and the Senate and House Appropriations and Authorization Committee inquiries	at USAF/ILPE	Destroy 2 years after final action or when no longer needed, whichever is later. AUTH:
*11	Congressional Papers and related Information	Congressional Air Force transcripts, Posture Statements, Fact Papers, Talking Papers, Background Papers, White Papers, and other miscellaneous information dealing with Air Force issues	at USAF/ILPE	Destroy 2 years after final action or when no longer needed, whichever is later. AUTH:
*12	Congressional Templates - Samples	Congressional Air Force transcripts, Posture Statements, Fact Papers, Talking Papers, Background Papers, White Papers, and other miscellaneous information dealing with Air Force issues and not covered under Rule 11	at USAF/ILPE	Destroy 2 years after final action or when no longer needed, whichever is later. AUTH:

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