

Request for Records Disposition Authority

(See Instructions on reverse)

To: National Archives and Records Administration (NIR)
Washington, DC 20408

1. From: (Agency or establishment)

DEPARTMENT OF THE AIR FORCE

2. Major Subdivision

SECAF Office of Warfighting Integration and CIO

3. Minor Subdivision

Information, Services & Integrations Dir

4. Name of Person with whom to confer

Emma Hochgesang-Noffsinger

5. Telephone (include area code)

703-588-6147

Leave Blank (NARA Use Only)

Job Number

71-AF2-05-4

Date Received

7-28-2005

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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.

Date

05-08-2006

Archivist of the United States

Paul M. Sklar

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 _____ 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 has been requested

Signature of Agency Representative

Emma Hochgesang-Noffsinger

Title

AIR FORCE RECORDS OFFICER

Date (mm/dd/yyyy)

06/18/2005

7. Item Number	8. Description of Item and Proposed Disposition	9. GRS or Superseded Job Citation	10. Action taken (NARA Use Only)
1	<p>SOURCE RECORDS (TABLE 48-05 R3) (Applicable Air Force-Wide)</p> <p>The attached decision logic table (DLT) describes AF records which have recently been identified. There records are currently in the Air Force Records Disposition Schedule(RDS) These records fall into the Bioenvironmental Surveys and Medical Inspection Reports. See attached DLT for further details.</p>		

cc Agency, NR, NWML

TABLE 48-05

BIOENVIRONMENTAL SURVEYS AND MEDICAL INSPECTIONS REPORTS

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	Then
*3	Industrial Hygiene Survey Reports and Occupational Health Case Files at MAJCOM, Base or Unit	Employee exposure records as defined by 29 CFR 1910.1020, Access to Employee Exposure and Medical Records, or other applicable federal, state or local occupational safety and health regulation	At MAJCOM, base or unit	In accordance with AFI 91-301, these reports will be maintained on file in the workplace for a minimum of 10 years. See Note Number 212, 213, 214, and 549.

~~*Note 212—Electronic copies created using electronic mail and word processing: Destroy after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.~~

~~*Note 213—Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.~~

~~*Note 214—Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.~~

*Note 549- Comply with rules dispositions or federal, state or local requirements, whichever is later.

NARA approval is not needed for Notes 212-214, because they previously were approved for Table 48-5, Rule 3, by job N1-AFU-02-16. Therefore, Notes 212-214 have been crossed off this SF115.

— R. Noble, NARA, 7/29/05

↪ maintain on file in the workplace, and destroy after 10 years or when no longer needed, whichever is later.

(Revised disposition based on Emma Hochgesang-Noffsinger's email of 11/29/05. --Clifford Snyder)