REQUEST FOR RECORDS DISPOSITION AUTHORITY

TO: GENERAL SERVICES ADMINISTRATION
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408

FROM (Agency or establishment):
DEPARTMENT OF THE AIR FORCE, HQ USAF

MAJOR SUBDIVISION
Directorate of Administration

MINOR SUBDIVISION
Records Management Branch

NAME OF PERSON WITH WHOM TO CONFER
Grace T. Rowe

DATE RECEIVED
4/7/86

GENERAL SURVICE ADMINISTRATION NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC

HEREBY CERTIFY that 
I am authorized to act for this agency in matters pertaining to the disposal of the agency's records, that the records proposed for disposal in this Request of 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, if required under the provisions of Title B of the GAO Manual for Guidance of Federal Agencies, is attached.

A. GAO concurrence. ☐ is attached, or ☐ is unnecessary.

B. SIGNATURE OF AGENCY REPRESENTATIVE

GRACE T. ROWE
Records Management Branch
Directorate of Administration

DATE 25 MAR 1986

C. SIGNATURE OF AGENCY REPRESENTATIVE

7. ITEM NO

8. DESCRIPTION OF ITEM
(With Inclusive Dates or Retention Periods)

9. ORS OR SUPERSEDED JOB CITATION

10. ACTION TAKEN
(NARS USE ONLY)

1. RECORD SETS OF PUBLICATIONS (TABLE 5-1)
(Applicable Air Force-wide)

1. The purpose of this submission is to consolidate into rules 1 and 2 record sets of pamphlets, visual aids and periodicals at the level of HQ USAF/MAJCOMs, subordinate commands when these have MAJCOM or Air Force-wide applicability. This is in accordance with your letter of 11 Dec 84 (copy attached).

2. It is not practicable to consolidate all of those publications mentioned below major subordinate commands which do not have MAJCOM or Air Force-wide applicability into rule 3. We do not think we need to hold all of these for 7 years after superseded or obsoleted. Therefore, we will change rules 4, 5, and 11 to reflect that these are the publications or visual aids, etc. that do not have Air Force-wide or MAJCOM applicability. Some samples from the major commands are being sent under separate cover for your review as you requested in your letter. We cannot estimate the volume of these record holdings in the Air Force. It is believed there are about 100 cubic feet. The offer date may remain the same as established in rule 1. We have left the comments from the commands attached to the samples. You may be interested in their comments.
<table>
<thead>
<tr>
<th>RULE</th>
<th>A</th>
<th>B</th>
<th>C</th>
<th>D</th>
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</thead>
<tbody>
<tr>
<td>1*</td>
<td>regulations, manuals, supplements, staff digests, pamphlets, visual aids, periodicals</td>
<td>record sets of each publication which have AF-wide or MAJCOM applicability</td>
<td>At HQ USAF/MAJCOMs/major subordinate commands</td>
<td>retire as permanent (see notes 1,2,3,5,6,8)</td>
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<tr>
<td>2*</td>
<td>regulations, manuals, supplements, staff digests, pamphlets, visual aids, periodicals</td>
<td>record sets of each publication which have AF-wide or MAJCOM applicability</td>
<td>below major subordinate commands which have MAJCOM or AF-wide applicability (see note 7)</td>
<td>retire as permanent (see notes 2,3,6,8)</td>
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<tr>
<td>3*</td>
<td>record sets of regulations, manuals, staff digest</td>
<td>below major subordinate commands which do not have AF-wide applicability</td>
<td>destroy after 7 years (see note 2)</td>
<td></td>
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<tr>
<td>4*</td>
<td>pamphlets</td>
<td>handbooks, booklets, or brochures containing informative and instructional (rather than directive material)</td>
<td>pamphlets that do not have AF-wide applicability</td>
<td>destroy when rescinded, superseded or obsolete or when no longer needed (see note 4)</td>
</tr>
<tr>
<td>5*</td>
<td>Visual aids</td>
<td>charts, posters, or other graphic illustrations issued for either permanent or temporary display on walls, bulletin boards, etc.</td>
<td>visual aids that do not have AF-wide applicability</td>
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<tr>
<td>11</td>
<td>recurring periodicals</td>
<td>individual issues and related background material of periodicals not having AF-wide applicability</td>
<td>OPRs</td>
<td>destroy when superseded, rescinded, obsolete or when no longer needed (see note 4)</td>
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