

REQUEST FOR RECORDS DISPOSITION AUTHORITY (See Instructions on reverse)		LEAVE BLANK	
TO: GENERAL SERVICES ADMINISTRATION NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408		JOB NO N1-AFU-86-47	DATE RECEIVED 4/7/86
1. FROM (Agency or establishment) DEPARTMENT OF THE AIR FORCE, HQ USAF		NOTIFICATION TO AGENCY	
2. MAJOR SUBDIVISION Directorate of Administration		In accordance with the provisions of 44 U.S.C. 3303, the disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10. If no records are proposed for disposal, the signature of the Archivist is not required.	
3. MINOR SUBDIVISION Records Management Branch			
4. NAME OF PERSON WITH WHOM TO CONFER Grace T. Rowe	5. TELEPHONE EXT. 694-3527	SIGNATURE OF THE ARCHIVIST OF THE UNITED STATES NOT REQUIRED FOR A REQUEST FOR DISPOSITION OF RECORDS	

6. CERTIFICATE OF AGENCY REPRESENTATIVE

I 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.

6. DATE 25 MAR 1986	C. SIGNATURE OF AGENCY REPRESENTATIVE <i>Inna T Rowe</i>	D. TITLE GRACE T. ROWE Records Management Branch Directorate of Administration
-------------------------------	--	--

7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARS USE ONLY)
1	<p>RECORD SETS OF PUBLICATIONS (TABLE 5-1) (Applicable Air Force-wide)</p> <p>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).</p> <p>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 We do not think we need to hold all of these for 7 years after superseded or obsoleted.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.</p>	<p>GRS 16 item 1</p> <p>N1-AFU-77-41</p>	

TABLE 5-1 Record Sets of Publications

R U L E	A	B	C	D
	If documents are or pertain to	Consisting of	Which are	Then
1*	regulations, manuals, supplements, staff digests, pamphlets, visual aids, periodicals	record sets of each publication which have AF-wide or MAJCOM applicability	At HQ USAF/MAJCOMs/ major subordinate commands	retire as permanent (see notes 1,2,3,5,6,8)
2*			below major subordinate commands which have MAJCOM or AF-wide applicability (see note 7)	retire as permanent (see notes 2,3,6,8)
3*		record sets of regulations, manuals, staff digest	below major subordinate commands which do not have AF-wide applicability	destroy after 7 years (see note 2)
4*	pamphlets	handbooks, booklets, or brochures containing informative and instructional (rather than directive material)	pamphlets that do not have AF-wide applicability	destroy when rescinded, superseded or obsolete or when no longer needed (see note 4)
5*	Visual aids	charts, posters, or other graphic illustrations issued for either permanent or temporary display on walls bulletin boards, etc.	visual aids that do not have AF-wide applicability	
11*	recurring periodicals	individual issues and related background material of periodicals not having AF-wide applicability	OPRs	destroy when superseded, rescinded, obsolete or when no longer needed (see note 4)