

REQUEST FOR RECORDS DISPOSITION AUTHORITY <i>(See Instructions on reverse)</i>		LEAVE BLANK	
TO: GENERAL SERVICES ADMINISTRATION NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408		JOB NO. NI-AFU-86-60	DATE RECEIVED 8
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. 3303a 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disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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	DATE 8-25-86	ARCHIVIST OF THE UNITED STATES <i>Frank A. Bunker</i>
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 5 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 8 of the GAO Manual for Guidance of Federal Agencies, is attached.

A. GAO concurrence: is attached; or is unnecessary.

B. DATE 05 AUG 1986	C. SIGNATURE OF AGENCY REPRESENTATIVE <i>Grace T. Rowe</i>	D. TITLE GRACE T. ROWE Records Management Branch Directorate of Administration	
7. ITEM NO.	8. DESCRIPTION OF ITEM <i>(With Inclusive Dates or Retention Periods)</i>	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARS USE ONLY)
1	Disaster Preparedness (Table 355-1) (Applicable Air Force-wide) Disposition instructions in Rules 4, 5, 6, 9, 16, 19, 19.1, 20, 21, 22, 25, 28, 29, 30, 32, 33, 35, 36 and 38 are being changed to read "destroy after 2 years or when no longer needed, whichever is later." We have learned that the previous retention periods did not satisfy the AF administrative use of the records in the management analyses phase for manpower requirements and to support manpower studies. The destruction after 2 years will help and "whichever is later" will provide the office the authority to retain and use until all manpower requirements and studies are completed. There are also a few minor editorial changes which clarify the text.	NCI-AFU-84-36	

TABLE 355-1

DISASTER PREPAREDNESS

R U L E	A	B	C	D
	If the records are of or pertain to	consisting of	which are	then
3	accidents involving NBC materials or components and other accidents as defined in AFR 355-1	USAF accident reports with pertinent attachments, records and related papers used in reporting accidents under AFR 355-1	at HQ USAF	destroy after 30 years.
*4			at field activities providing assistance	destroy after 2 years or when no longer needed, whichever is later.
*5			information copies	
*6	unit training exercises	reports and other data used in evaluating a unit's capabilities as demonstrated during a training exercise		destroy after 2 years or when no longer needed, whichever is later.
8	natural disasters	reports, messages and other data describing situation accomplishments and results, loss of personnel, equipment, material, aircraft, and related cost expenditure data	at HQ AFRES	destroy after 5 years.
*9			at field activities providing assistance	destroy after 2 years or when no longer needed, whichever is later.
*16	equipment	correspondence, research and development evaluations, procurement, utilization, and other informational data	at MAJCOMs and below	destroy after 2 years or when no longer needed, whichever is later.

TABLE 355-1 CONTINUED

R U L E	A	B	C	D
	If the records are of or pertain to	consisting of	which are	then
*19	protective shelters	correspondence, messages and related records pertaining to marking, stocking and inspecting	at MAJCOMs and below	destroy after 2 years or when no longer needed, whichever is later.
*19.1		correspondence, messages and related records pertaining to collective protection and contamination control areas		
*20		surveys	at installation disaster preparedness and base civil engineers offices	destroy when superseded or unit/installation is inactivated, whichever is sooner.
*21	disaster support group and disaster response force	correspondence, messages and related records	at MAJCOMs and below	destroy after 2 years or when no longer needed, whichever is later.
*22	NBC transactions not covered elsewhere in this table	correspondence, messages and other records relating to matters not affecting administration or policy	at MAJCOMs and below	destroy after 2 years or when no longer needed, whichever is later.
*25	military support to civil agencies	reports, correspondence, messages, and other records pertaining to military support to civil authority, civil defense, and related programs	at MAJCOMs and below	destroy after 2 years or when no longer needed, whichever is later.
*28	plans	concepts, policy and guidance on disaster preparedness planning and operations, including operations plans or other planning directives and associated reports and reviews	at MAJCOMs and below	destroy after 2 years or when no longer needed, whichever is later.

TABLE 355-1 CONTINUED

R U L E	A	B	C	D
	If the records are of or pertain to	consisting of	which are	then
*29		plans established to supplement the parent command document; details local area policies and concepts necessary for response in emergencies or disasters	at MAJCOMs and below	destroy after 2 years or when no longer needed, whichever is later.
*30	support plans	records similar to those described in rules 28 and 29 above, developed in support of or received from subordinate echelons, lateral commands and other defense agencies for monitoring purposes and/or for coordination of planned operations	at MAJCOMs and below	destroy after 2 years or when no longer needed, whichever is later.
*32	planning board or staff meeting	minutes of meetings, correspondence, messages, and related records pertaining to the status of overall base effectiveness in disaster preparedness	at MAJCOMs and below	destroy after 2 years or when no longer needed, whichever is later.
*33	disaster preparedness training	information program briefings and handouts and training outlines, lesson plans, methods and test sheets	at MAJCOMs and below	destroy after 2 years or when no longer needed, whichever is later.
*35		listing and related documentation of personnel who have taken or scheduled to take disaster preparedness training courses		destroy after 2 years or when no longer needed, whichever is later.
*36		individual training records	completely filled in	

TABLE Table 355-1, Disaster Preparedness (continued)

R U L E	A	B	C	D
	If documents are or pertain to	consisting of	which are	then
39 *	staff assistance visits	reports and related correspondence	at MAJCOMs and below	destroy after 2 years or when no longer needed, whichever is later.