

**REQUEST FOR RECORDS DISPOSITION AUTHORITY**

(See Instructions on reverse)

LEAVE BLANK

JOB NO.

N1-AF4-87-9

DATE RECEIVED

December 19, 1986

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

NOTIFICATION TO AGENCY

1. FROM (Agency or establishment)

DEPARTMENT OF THE AIR FORCE

2. MAJOR SUBDIVISION

Directorate of Administration, HQ USAF

3. MINOR SUBDIVISION

Records Management Branch

4. NAME OF PERSON WITH WHOM TO CONFER

Mr. R. P. Dwyer

5. TELEPHONE EXT.

694-3494

DATE

7-14-87

ARCHIVIST OF THE UNITED STATES

*Frank H. Bunker*

In accordance with the provisions of 44 U.S.C. 3305, 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disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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.

**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 8 of the GAO Manual for Guidance of Federal Agencies, is attached.

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

B. DATE

C. SIGNATURE OF AGENCY REPRESENTATIVE

D. TITLE

GRACE T. ROWE  
Records Management Branch  
Directorate of Administration

17 DEC 1986

*Grace T Rowe*

7. ITEM NO

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

9. GRS OR SUPERSEDED JOB CITATION

10. ACTION TAKEN (INARS USE ONLY)

BIOENVIRONMENTAL SURVEYS AND MEDICAL INSPECTION REPORTS (Table 161-5) (Applicable Air Force-wide)

New York State imposes requirements per attached for retention of public water supply records. Other states, localities, and most likely the Federal government also impose similar requirements. The following rules and note are added to comply with these governmental requirements.

- 1 Rule 5.2. Added to cover disposition of records concerning variances or exemptions granted to public water systems used for drinking.
- 2 Rule 5.3. Added to cover disposition of records of action taken to correct water supply violations.
- 3 Note 1. Added to tell commands to dispose of drinking water records per rule dispositions or federal, state or local requirements, whichever is later.

*Copies to agency, NCF 7-16-87*

TABLE 161-5

## BIOENVIRONMENTAL SURVEYS AND MEDICAL INSPECTION REPORTS

R U L E	A	B	C	D
	If documents are or pertain to	consisting of	which are	then
5	drinking water (note 1)	no change	at base bioenvironmental engineering offices	no change
5.2		records of any variance or exemption granted by the State or other government authority		destroy 5 years after the variance or exemption expires.
5.3		records of action taken to correct water supply violations		destroy after 3 years.
	NOTE: 1. Comply with rules dispositions or federal, state or local requirements, whichever is later.			