

4-29-87

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.	NI-AF-87-16
1. FROM (Agency or establishment) DEPARTMENT OF THE AIR FORCE, HQ USAF		DATE RECEIVED	2/11/87
2. MAJOR SUBDIVISION Directorate of Administration		NOTIFICATION TO AGENCY	
3. MINOR SUBDIVISION Records Management Branch		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disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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.	
4. NAME OF PERSON WITH WHOM TO CONFER Grace T. Rowe	5. TELEPHONE EXT. 694-3527	DATE 4-27-87	ARCHIVIST OF THE UNITED STATES <i>Frank A. Burk</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 4 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 29 JAN 1987	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 (With Inclusive Dates or Retention Periods)	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARS USE ONLY)
1	Still Photography (Table 95-1) (Applicable Air Force-wide)		
2	The purpose of this submission is to change disposition in Rule 4.1 from "destroy after 2 months" to "destroy after 12 months." Experience has proved that the negatives and extra prints are required for a longer period than 2 months.		
3	Add Rule 4.2 as a new rule to cover negatives and prints of local commanders, inspectors and key personnel in Column C. Column D to read "retain until individual is retired, relieved or reassigned, then destroy when no longer needed."		
	Add new Rule 5.1. Column C to read "of local individuals (other than officers) requiring recognition or identification i.e., senior enlisted adviser, complaint noncommissioned officer, Air Force Commissary Advisory Board member." Disposition will be the same as Rule 5, i.e., "destroy when no longer needed."		
	The changes allow base photo labs to file and retain negatives used to fill recurring requirements. Under present guidance, negatives must be destroyed (or given to the individual colonels, reference AFR 36-93, Table 2). Allowing retention will relieve rephotographing due to destroyed, damaged or lost originals.		

REQUEST FOR RECORDS DISPOSITION AUTHORITY – CONTINUATION		JOB NO.	PAGE
7 ITEM NO.	B. DESCRIPTION OF ITEM <i>(With Inclusive Dates or Retention Periods)</i>	9. GRS OR SUPERSEDED JOB CITATION	OF 10. ACTION TAKEN <i>(NARS USE ONLY)</i>
4	Change Column A in Rule 10 to delete "Graphics." (A new Table 95-5, Graphics is being established.) Change disposition in Column D to read "destroy 18 months after monthly visual Information Workload Factors Report is prepared. The 18 months is required for the Air Force Special Staff Engineering team for application of manpower standards.		
5	Add new Rule 11 to cover AF Form 1340, Monthly Visual Information Workload Factors Report, RCS: HAF-8IV(M) 8601. This report is needed for revalidation of the Defense Visual Information Activity Number (DVIAN). It is maintained at the MAJCOM and initiating activity and should be retained for 5 years, then destroyed. The DVIAN is validated every 5 years.		

TABLE 95-1 (XXXXXX) Still Photography				
R U L E	A	B	C	D
	If documents are or pertain to	consisting of	which are	then
4.1 *	Original negatives (see note 2)	negatives and extra prints of photographs of AF officers	not as base photographic laboratories	destroy after 12 months (see note 3)
4.2 *			of local commanders, inspector and key personnel	retain until individual is retired, relieved or reassigned and destroy when longer needed.
5.1 *			of local individual (other than officers) requiring recognition or identification, i.e., senior enlisted advisor, complaints NCO, AFCOMS advisory board members, etc.	destroy when no longer needed
10 *	photographic work order	work request and related papers		destroy 18 months after monthly Visual Information Workload factors Report is prepared.

TABLE 95-1 Still Photography

R U L E	A	B	C	D
	If documents are or pertain to	consisting of	which are	then
11 *	monthly Visual Information Workload Factors Report	AF Form 1340, monthly Visual Information Workload Factors Report.		retain for 5 years, then destroy.