

REQUEST FOR RECORDS DISPOSITION AUTHORITY

(See Instructions on reverse)

LEAVE BLANK

JO NI-AFU-87-25

DATE RECEIVED 6/23/87

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

1. FROM (Agency or establishment)
DEPARTMENT OF THE AIR FORCE - HQ USAF

2. MAJOR SUBDIVISION
Directorate of Information Management and Administration

3. MINOR SUBDIVISION
Records Management Branch

4. NAME OF PERSON WITH WHOM TO CONFER
Pierre J. Jost

5. TELEPHONE EXT.
694-3527

DATE 1/21/88 ARCHIVIST OF THE UNITED STATES [Signature]

NOTIFICATION TO AGENCY
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disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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.

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 two 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 11 Jun 87	C. SIGNATURE OF AGENCY REPRESENTATIVE <u>Grace T Rowe</u>	D. TITLE GRACE T. ROWE Records Management Branch Directorate of Info Mgt & Admin
-----------------------------	--	--

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 GRS OR SUPERSEDED JOB CITATION	10.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	RECORDS MANAGEMENT PROGRAM (T12-1, R 8 and 8.1) (Applicable Air Force-wide) The purpose of this request is to add two new rules to cover the disposition of "Air Force Material for Publication in the Federal Register." Rule 8 is for records created, used and maintained at the Office of the Secretary of the Air Force level.		
2	Rule 8.1 is for records prepared and maintained by the originating offices. JUSTIFICATION: It is the opinion of the Chief of the General Law Division, Office of the Judge Advocate General, that because of statute of limitation these records should be kept for 7 years, and then destroyed. Records maintained by the originating offices become material or are incorporated and disposed of with the records to which they pertain.		

2 items

*Copy sent to agency
com to NCF 4/1/88
1/25/88 [Signature]*

TABLE 12-1 - RECORDS MANAGEMENT PROGRAM

R U I. E.	A If documents are or pertain to	B consisting of	C which are	D then
*8	Air Force Material for publication in the Federal Register	Records relating to: the preparation, coordination, and submission of reports; regulations having a direct impact on the public; Air Force documents having a general applicability and legal effect; documents that must be published by an Act of Congress; descrip- tions of departmental and field organizations; pro- cedures used by the Air Force to conduct its business with the public; notices of hearings and advisory committee meetings	at SAF/AADSJR	Destroy after 7 years (Note 1)
8.1 *			at originating offices	they become background material to the related publications (see table 5-1) or are incorporated and disposed of with the records to which they pertain

NOTE:

1. If litigation is involved, destroy after the 7-year retention period or after the law case is closed, whichever is later.