

**REQUEST FOR RECORDS DISPOSITION AUTHORITY**

(See Instructions on reverse)

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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 7/2/88 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disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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<br><b>11 Jun 87</b> | C. SIGNATURE OF AGENCY REPRESENTATIVE<br><u>Grace T. Rowe</u> | D. TITLE<br><b>GRACE T. ROWE<br/>Records Management Branch<br/>Directorate of Info Mgt &amp; Admin</b> |
|-----------------------------|---|--|

| 7. ITEM NO. | 8. DESCRIPTION OF ITEM<br>(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 GRS OR SUPERSEDED JOB CITATION | 10.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)<br>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.<br><br>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<br>U<br>I.<br>E. | A<br><br>If documents are<br>or pertain to                       | B<br><br>consisting of   | C<br><br>which are        | D<br><br>then   |
|--------------------|--|--|---------------------------|---|
| *8                 | Air Force Material for<br>publication in the<br>Federal Register | Records relating to: the<br>preparation, coordination,<br>and submission of reports;<br>regulations having a direct<br>impact on the public; Air<br>Force documents having a<br>general applicability and<br>legal effect; documents<br>that must be published by<br>an Act of Congress; descrip-<br>tions of departmental and<br>field organizations; pro-<br>cedures used by the Air<br>Force to conduct its<br>business with the public;<br>notices of hearings and<br>advisory committee<br>meetings | at SAF/AADSJR             | Destroy after 7 years<br>(Note 1)   |
| 8.1<br>*           |  |  | at originating<br>offices | they become background<br>material to the related<br>publications (see table 5-1)<br>or are incorporated and<br>disposed of with the records<br>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.