REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

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

FROM (Agency or establishment):
DEPARTMENT OF THE AIR FORCE

MAJOR SUBDIVISION
Directorate of Information, Management and Administration

MINOR SUBDIVISION
Records Management Policy Section

NAME OF PERSON WITH WHOM TO CONFER:
Grace T. Rowe

TELEPHONE EXT.
694-3494

DATE
11/25/88

ARCHIVIST OF THE UNITED STATES

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 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.

GAO concurrence ☐ is attached, or ☑ is unnecessary

DATE

SIGNATURE OF AGENCY REPRESENTATIVE
Grace T. Rowe

TITLE
Chief, Records Management Policy Section

Directorate Information Mgt & Administrative

DESCRIPTION OF ITEM
(With Inclusive Dates or Retention Periods)

SPECIALIZED PUBLICATIONS (TABLE 8-1)
(Applicable Air Force-Wide)

This submission establishes new rules to cover a specialized publication series for education and training documents for mishap prevention. These publications are about 32 pages containing mishap prevention information. The purpose is to prevent mishaps in operating and maintaining aircraft and associated equipment and facilities; storing and handling explosives during industrial operations; in operating government and privately owned vehicles; and during off-duty sports and recreation. Publications also provide education information on nuclear security and implementing OSHA standards. This information was formerly in periodicals which are now cancelled. These pubs have Air Force or MAJCOM applicability and are considered permanent. They may be offered to National Archives in 5 year increments when 25 years old.

These are new publications and are not available now. The first issue is scheduled for publication sometime in November 1987.
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<tbody>
<tr>
<td>21</td>
<td>Education and</td>
<td>record sets</td>
<td>at issuing activities</td>
<td>retire as permanent; offer to NationalArchives every 10 years</td>
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<td>Training Documents for mishap prevention</td>
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<td>background material such as mishap reports, correspondence, photos, and other records supporting information in publications</td>
<td>at issuing activities</td>
<td>destroy 5 years after publication is issued or when no longer needed, whichever is later</td>
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