

REQUEST FOR RECORDS DISPOSITION AUTHORITY

(See Instructions on reverse)

LEAVE BLANK

JOB NO.

NI-AFU-88-24

DATE RECEIVED

3/21/88

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

1. FROM (Agency or establishment)

DEPARTMENT OF THE AIR FORCE

2. MAJOR SUBDIVISION

Directorate of Information Management and Administration

3. MINOR SUBDIVISION

Records Management Policy Section

4. NAME OF PERSON WITH WHOM TO CONFER

Grace T. Rowe

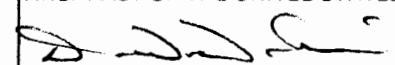
5. TELEPHONE EXT.

694-3494

DATE

3/25/88

ARCHIVIST OF THE UNITED STATES



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disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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

MAR 11 1988

C. SIGNATURE OF AGENCY REPRESENTATIVE

Grace T. Rowe

D. TITLE

**GRACE T. ROWE
Chief, Records Management Policy Section
Directorate Information Mgt & Administrative**

7. ITEM NO.	8. DESCRIPTION OF ITEM <i>(With Inclusive Dates or Retention Periods)</i>	9. GRS OR SUPERSEDED JOE CITATION	10. ACTION TAKEN (NARS USE ONLY)
1.	<p>PEST MANAGEMENT SERVICES (Table 91-12) (Applicable Air Force-wide)</p> <p>This submission consolidates Rules 1 and 2 and changes disposition to that of the present Rule 2. The Air Force Civil Engineering and Services Center concluded from experience over the past 5 years that the Pest Management Maintenance Summary and pest control summary reports (Rule 11) provide the information needed to comply with public law and answer health and environment questions. This change will not compromise the ability to answer questions on pesticide usage or exposure.</p>	<p><i>NI-AFU-82-66</i></p>	
2.	<p>Reserve Rule 2.</p>		

TABLE 91-12

PEST MANAGEMENT SERVICES

R U L E	A	B	C	D
	If the records are or pertain to	consisting of	which are	then
1 X	pest management services	pest management plans, annual pest management program reviews and <i>reports of on-site visits</i> , staff assistance visit reports, aerial spray environmental impact statements and validation survey reports		destroy when superseded or on inactivation of the installation, whichever is sooner.
2 X		RESERVE		
3		records of pest management maintenance, historical treatment, and termite and wood decay inspections	at bases/stations	destroy 2 years after building is disposed of or base is inactivated and dropped from real property accounts.
4		contracts, contract statements of work, MAJCOM approval letters, contract service records, and contract-related records	at MAJCOMs and below	destroy 1 year after termination of contract or expiration of warranty, whichever is later.
5		listing of personnel qualified and certified to perform pest management operations, and correspondence		