REQUEST FOR RECORDS DISPOSITION AUTHORITY

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

1. FROM (Agency or Establishment):
   DEPARTMENT OF THE AIR FORCE
   Directorate of Information Management and Administration

2. MAJOR SUBDIVISION:
   Records Management Policy Section

3. MINOR SUBDIVISION:
   NAME OF PERSON WITH WHOM TO CONFERENCE:
   TELEPHONE EXT.:
   Archivist of the United States:

4. NAME OF PERSON WITH WHOM TO CONFERENCE:
   TELEPHONE EXT.:

5. TELEPHONE EXT.:

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 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:

   D. TITLE: GRACE T. ROWE
      Chief, Records Management Policy Section
      Directorate Information Mgt & Administration

7. ITEM NO

8. DESCRIPTION OF ITEM
   (With Include Dates or Retention Periods)

   PEST MANAGEMENT SERVICES (Table 91-12)
   (Applicable Air Force-wide)

1. 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.

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then destroy when superseded or on inactivation of the installation, whichever is sooner.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destroy when superseded or on inactivation of the installation, whichever is sooner.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