

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

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

JOB NO. *NI-AFU-88-43*

DATE RECEIVED *7-11-88*

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

NOTIFICATION TO AGENCY

2. MAJOR SUBDIVISION
Directorate of Info Mgmt and Administration, SAF/AAD

In accordance with the provisions of 44 U.S.C. 3305, 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disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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. *Cubly*

3. MINOR SUBDIVISION
Information Management Policy Branch

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

5. TELEPHONE EXT. **695-1667**
694-3527

DATE *12/30/88*
ARCHIVIST OF THE UNITED STATES *Claudine Hecker*

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 3 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 29 JUN 1988	C. SIGNATURE OF AGENCY REPRESENTATIVE <i>Grace T. Rowe</i>	D. TITLE GRACE T. ROWE Chief, Records Mgmt Policy Section Directorate of Info Mgmt and Admin
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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 GRS OR SUPERSEDED JOB CITATION	10.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)
	SPECIALIZED PUBLICATIONS (Table 8-1) (Applicable Air Force-wide)		
1	Rule 9. Changed one of the locations of permanent record sets of Air Force Occupational Safety and Health (AFOSH) standards to HQ USAF/SGPA due to change in functional responsibility from Air Force Medical Support Center (AFMSC) to HQ USAF, Surgeon General.	NC1-AFU-76-51	
2	Rule 9.1. Added, to dispose of command-oriented supplements to AFOSH standards. Air Force only needs to keep these supplements for 5 years or longer if necessary; since they are only supporting the basic AFOSH standard, not replacing or becoming a part of the standard.		
3	Rule 23. Added, to dispose of record sets of Air Force Reserve Officer Training Corps (AFROTC) All Units and Area Unit Letters. HQ AFROTC publishes All Units Letters which are sent to HQ AFROTC staff offices, area commandant offices, and senior units (college level AFROTC units). Area commandant offices publish Area Unit Letters which are sent to senior units within their respective areas. Air Force only needs to keep these record copies for one year.		

REQUEST FOR RECORDS DISPOSITION AUTHORITY - CONTINUATION

JOB NO.

PAGE

OF

7.
ITEM
NO

8. DESCRIPTION OF ITEM
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9. GRS OR
SUPERSEDED
JOB
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10. ACTION
TAKEN
*(NARS USE
ONLY)*

- 4 Rule 24. Added, to dispose of copies of AFROTC All Units and Area Unit Letters at HQ AFROTC staff offices, area commandant offices, and senior units. Air Force only needs to keep these copies until they expire.
- 5 Note 7. Added, to assure that supplements to AFOSH standards that possibly have historical or other significant value are considered for permanent retention.

TABLE 8-1

SPECIALIZED PUBLICATIONS

R U L E	A	B	C	D
9	If records are Air Force Occupational Safety and Health (AFOSH) standards	consisting of record set - - - ---- publication	which are *at HQ USAF/SGPA and HQ AFISC/SEGO	then retire as permanent (note 5).
9 .1 *		supplements to AFOSH standards with command-oriented information not contained in the basic standard or with more detailed or stringent criteria than contained in the basic standard	at MAJCOMs and major subordinate commands	destroy after 5 years, or when superseded, rescinded, obsolete, or no longer needed, whichever is later (note 7).
23 *	AFROTC All Units/Area Unit Letters	record set of each letter published at issuing activity	at HQ AFROTC and area commandant offices	destroy after 1 year.
24 *		copies	at HQ AFROTC staff offices, area commandant offices, and senior units	destroy after expiration date.

NOTES: *7. Report material of historical or other significant value considered worthy of permanent preservation to SAF/AADAQD.