

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

LEAVE BLANK

JOB NO.

NI-AFU-89-10

DATE RECEIVED

1-6-89

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 POLICY SECTION

4. NAME OF PERSON WITH WHOM TO CONFER

Pierre J. Jost

5. TELEPHONE EXT.

694-3527

DATE

ARCHIVIST OF THE UNITED STATES

Acting
9/7/89 *Claudia Miller*

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disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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
03 JAN 1989

C. SIGNATURE OF AGENCY REPRESENTATIVE

Ina T. Rowe

D. TITLE

GRACE T. ROWE, Chief, Rec Mgt Policy Secti
Directorate of Information Mgt and Admin

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 GRS OR SUPERSEDED JOB CITATION	10.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)
1	<p align="center">PROGRAM REQUIREMENTS RECORDS (TABLE 80-7) (APPLICABLE AIR FORCE-WIDE)</p> <p>One of our units asked that we establish disposition instructions for the Program Requirements Records created and maintained by various laboratories within the Air Force Systems Command. These records pertain to the selection process of individuals from colleges and universities interested in participating in research programs for the Air Force. The individuals in question are not Air Force employees, therefore the records created for their selection cannot be maintained in Civilian Personnel Offices under the 40-series tables. We feel, however, that the records pertain to research and development functions and that they should be maintained under the 80-series tables. We coordinated this action with the office responsible for creating these records, as well as the Director of Civilian Personnel at HQ USAF. They all agreed that because of the nature of the records they should be separate from the rest of the AF employees' records. We want to establish a new table (80-7) with two rules. One for accepted applications and the other for unaccepted ones.</p> <p>Request you approve these additional rules.</p>		

Copy sent to agency 1/10/89

*TABLE 80-7

TITLE OF TABLE
PROGRAM REQUIREMENTS RECORDS

R U L E	A If the records are or pertain to	B consisting of	C which are	D then
1	special basic research programs	accepted applications, resumes, academic transcripts, program guidelines/descriptions, Broad Agency Announcements (BAA), program brochures/announcements, technical research interest/status reports, proposals, technical reports, summary reports, minutes, presentation material, agreements, evaluations, recommendations, correspondence and related records	maintained by the Laboratory Program Representative (LPR)	destroy 2 years after assignment/tenure ends or when no longer needed, whichever is later.
2		unaccepted applications		destroy 6 months after submission or when no longer needed, which- ever is later.