

<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b> <i>(See Instructions on reverse)</i>		LEAVE BLANK	
<b>TO: GENERAL SERVICES ADMINISTRATION NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408</b>		JOB NO.	NI-AFW-89-12
		DATE RECEIVED	2-9-89
<b>1. FROM (Agency or establishment)</b> DEPARTMENT OF THE AIR FORCE		NOTIFICATION TO AGENCY	
<b>2. MAJOR SUBDIVISION</b> Directorate of Info Mgmt and Administration, SAF/AAD		In accordance with the provisions of 44 U.S.C. 3303- 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disposal request, including amendments is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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.	
<b>3. MINOR SUBDIVISION</b> Information Management Policy Branch			
<b>4. NAME OF PERSON WITH WHOM TO CONFER</b> Mr. R. P. Dwyer	<b>5. TELEPHONE EXT.</b> 694-3494	<b>DATE</b> 4/27/89	<b>ARCHIVIST OF THE UNITED STATES</b> 

**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 6 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 B of the GAO Manual for Guidance of Federal Agencies, is attached

A. GAO concurrence.  is attached, or  is unnecessary

<b>6. DATE</b> 1 FEB 1989	<b>C. SIGNATURE OF AGENCY REPRESENTATIVE</b> 	<b>D. TITLE</b> 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 <i>(With Inclusive Dates or Retention Periods)</i>	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN <i>(NARS USE ONLY)</i>
1	<p style="text-align: center;">VISUAL INFORMATION (VI) LIBRARY SERVICES (TABLE 700-24) (Applicable Air Force-wide)</p> <p>Table 700-24 is added; replacing Table 95-4, same title. Attached cross reference chart states which Table 700-24 rules replace Table 95-4 rules, which Table 700-24 rules are new, which Table 95-4 rules are deleted, and that the notes are deleted.</p> <p>Rules 1-12, 16, 18-23, 27. These rules replace Table 95-4 rules. Rules 1, 9 and 10 records dispositions remain the same as replaced Table 95-4, Rules 1, 15 and 27. Changed remaining rules records dispositions, but they still have short-term or contingent dispositions suitable to Air Force needs. Rules records descriptions are now more explicit.</p>		
2	<p>Rules 13-15, 17, 24-26, 28-32. These added rules records also have short-term or contingent dispositions suitable to Air Force needs.</p>		
3	<p>Notes 1-3. Deleted Table 95-4 notes, as they are unnecessary.</p>		

TABLE 700-24

## VISUAL INFORMATION (VI) LIBRARY SERVICES

R U L E	A	B	C	D
1	If records are  library counter requests	consisting of  Counter Request for Audiovisual (AV) Products/Equipment (AF Form 2017)	which are  carbon copies at VI library	then  destroy 1 year after date of issue.
2			originals at VI library or issuing activity	destroy or give to requester on return of product/equipment.
3	library material requests	Request for VI Products (AF Form 2018)	carbon copies at VI library	destroy after receipt of product or notification of denial.
4		AF Form 2018 (for unclassified productions)	originals at AF Central VI Library	destroy 3 months after receipt.
5		AF Form 2018 (for classified productions)	sent by requesting activities and input into AUTOBOOK	destroy 1 year after receipt.
6	library product invoices	copy of AF Form 2018, when used as an invoice	carbon copies at regional VI Library	destroy when return date is transcribed to other records.
7		VI Loan Invoice (AF Form 2012)	at AF Central VI Library	destroy when product is returned or copy record is deleted.

8	Central VI library issued customer notices	Customer Notice (AF Form 2014), confirmation or denial of booking status of product, and/or special messages	at requesting activity	destroy 6 months after receipt of product or notification of denial.
9	library product control cards	AV Product Control (AF Form 474) and AV Product Control-Slide Tape Kit (AF Form 474A)	at VI library	destroy 1 year after return of VI product to AF Central VI Library or regional VI library.
10	library equipment control	VI Equipment and Use Record (AF Form 643)		destroy 1 year after equipment is turned-in, salvaged, or removed from inventory.
11	library case files	reports, correspondence, and related records reflecting authorization for establishment of BVILs	at HQ AAVS	destroy upon inactivation of base.
12	library inventory reports	forms and/or computer listings	at VI library	destroy 2 years after report closing date.
13	signature cards	Signature Card (DD Form 577) for individuals requesting or receipting for classified VI products		destroy upon reassignment, transfer, or separation of customer.
14	library program publications	copies of articles submitted for publication in base newspapers, bulletins, newsletters, radio/TV broadcasts, fliers or posters, or other publicity programs		destroy 1 year after release.
15	delinquent return of VI products	Notice of Delinquent Loan (AF Form 2015) and Delinquent Return of Copies of AV Productions (AF Form 2021)		destroy when product is returned or accountability is dropped.

16	library account number control records	AUTOBOOK database entries	at AF Central VI Library	destroy (delete) upon cancellation of account.
17	copy file records	computer listings of copy bin assignments		destroy after 2 months.
18	product inspections and acceptance	reports on material inspection, receiving and acceptance of prints, and related records		see rule 27.
19	library accessions	accession forms, stamped receiving records, similar items indicating VI subjects received and entered, and identifying copy letters assigned		
20	distribution and control records	annual 30 September report	at VI library	destroy after 3 years.
21		end of month/quarter AUTOBOOK product totals		destroy after 1 year.
22		unclassified daily AUTOBOOK transaction records		destroy after 3 months.
23		classified daily AUTOBOOK transaction records		destroy after 2 years.
24	AUTOBOOK VI productions	alpha and numeric listings of VI productions in the AUTOBOOK system	at AF Central VI Library	destroy when superseded.
25	currency review reports	annual listings of VI productions sent to OPRs to determine if productions are current, historical, or obsolete	issued by AF Central VI Library to OPR	
26			returned to AF Central VI Library when review is complete	destroy after 2 years.

27	individual product case/life files	records pertaining to copy requirements, distribution, film identification, technical accuracy, photographic quality, film evaluation, replacement, security classification; exhibition clearances on product subjects approved, adopted, or procured for distribution; copies of contracts and material inspection and receiving reports; production requests, script	at AF Central VI Library	destroy 2 years after product is declared obsolete or removed from VI library system.
28	inventory reports	annual inventory report of production copies on loan from field units/requesters		destroy after input into AUTOBOOK database system.
29	warehouse pull lists	computer listings of production copies to be pulled from warehouse vault	unclassified copy listings at AF Central VI Library	destroy 2 months after warehouse pull is completed.
30			classified copy listings at AF Central VI Library	destroy 2 years after warehouse pull is completed.
31	inventory record of classified copies	status records of each copy of classified productions	at AF Central VI Library	destroy 2 years after obsolescence of production.
32	unclassified receiving report	records of new production copies received in the AF Central VI Library		destroy 3 months after receipt.

AUTOBOOK: Automated Booking and Distribution System for VI products operated by AF Central VI Library at Norton AFB, California.

BVIL: Base Visual Information Library

HQ AAVS: HQ Aerospace Audiovisual Service

CROSS REFERENCE

<u>Table 700-24</u>	<u>Table 95-4</u>	<u>Table 700-24</u>	<u>Table 95-4</u>
1	1	24 (NEW)	
2	2	25 (NEW)	
3		26 (NEW)	
4	3, 4, 5, 8	27	38, 42, 43
5		28 (NEW)	
6	13	29 (NEW)	
7	14	30 (NEW)	
8	11	31 (NEW)	
9	15, 16	32 (NEW)	
10	27, 28		
11	39		
12	40, 41		
13 (NEW)			
14 (NEW)			
15 (NEW)			
16	19		
17 (NEW)			
18	21, 22		
19	23, 24		
20			
21			
22	30 - 37		
23			

Table 95-4Currently Reserved

Rules 6, 7, 9, 10, 12, 25

To Be Deleted

Rules 17, 18, 20, 26, 29

Notes 1, 2, 3