

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

LEAVE BLANK

JOB NO.

NI-AFW-89-14

DATE RECEIVED

3/7/89

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

3/23/89

ARCHIVIST OF THE UNITED STATES



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

27 FEB 1989

C. SIGNATURE OF AGENCY REPRESENTATIVE

Grace T. Rowe

D. TITLE

GRACE T. ROWE, Chief, Rec Mgt Policy Sect
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 GRS OR SUPERSEDED JOB CITATION	10.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">EQUIPMENT MAINTENANCE HISTORICAL RECORDS (TABLE 66-3, R33) Applicable Air Force-Wide</p> <p>We want to correct a conflict that exists between two of our Air Force regulations regarding the disposition of Ground Weapons Historical Data. The office responsible for the creation of these records advised us that we should maintain copies of the last two unit inspection packages and proposed the following as a disposition: "Hold last two inspection reports; when the third report is received, destroy earliest one."</p> <p>Request you approve this change.</p>		

Copy sent to agency

TABLE XXX-XX

TITLE OF TABLE
EQUIPMENT MAINTENANCE HISTORICAL RECORDS

R U L E	A	B	C	D
33	If the records are or pertain to ground weapons historical data	consisting of recurring inspection reports for weapons stored or used by an organization	which are	then hold last two inspection reports; when third one is received, destroy earliest one.