

REQUEST FOR RECORDS DISPOSITION AUTHORITY

(See Instructions on reverse)

LEAVE BLANK

JOB NO.

NI-AEU-89-25

DATE RECEIVED

6/27/89

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

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

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

3. MINOR SUBDIVISION
Information Management Policy Branch

NOTIFICATION TO AGENCY
In accordance with the provisions of 44 USC 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disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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.

4. NAME OF PERSON WITH WHOM TO CONFER

Mr. R. P. Dwyer

5. TELEPHONE EXT.

694-3494

DATE

3/4/90

ARCHIVIST OF THE UNITED STATES

[Signature]

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 2 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

8. DATE

22 JUN 1989

C. SIGNATURE OF AGENCY REPRESENTATIVE

Grace T. Rowe

D. TITLE

GRACE T. ROWE
Chief, Records Mgmt Policy Section
Directorate of Info Mgmt 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SUPERSEDED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 PERSONNEL SECURITY PROGRAM (Table 205-5)
(Applicable Air Force-wide)

Rule 29. Added, to dispose of personal foreign travel reports from personnel with security clearances after 5 years. Reason is that DOD imposed this disposition requirement on the military services in its DOD 5200.2-R, DOD Personnel Security Program.

*Copies sent to agency
MNT, MNU 3/8/90*

TABLE 205-5

PERSONNEL SECURITY PROGRAM

R U L E	A	B	C	D
	If documents are or pertain to	consisting of	which are	then
29 *	foreign travel	personal foreign travel reports from personnel with security clearances, and related records	at security manager	destroy after 5 years.