

REQUEST FOR RECORDS DISPOSITION AUTHORITY

(See Instructions on reverse)

LEAVE BLANK

JOB NO.

N1-AFU-90-7

DATE RECEIVED

10/25/89

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

1. FROM (Agency or establishment)

NOTIFICATION TO AGENCY

DEPARTMENT OF THE AIR FORCE

2. MAJOR SUBDIVISION

Directorate of Info Mgmt and Administration, SAF/AAD

3. MINOR SUBDIVISION

Information Management Policy Branch

4. NAME OF PERSON WITH WHOM TO CONFER

Mrs. Grace T. Rowe

5. TELEPHONE EXT.

694-3527

DATE

2/28/90

ARCHIVIST OF THE UNITED STATES

Clayton Meeker

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disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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

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.

6. DATE

OCT 19 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 <i>(With Inclusive Dates or Retention Periods)</i>	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN <i>(NARS USE ONLY)</i>
1	<p>DISASTER PREPAREDNESS (Table 355-1) (Applicable Air Force-wide)</p> <p>Rule 33. Changed the disposition of disaster preparedness training outlines, lesson plans, methods, and test sheets to "destroy when superseded or no longer needed." We no longer need to keep these records for two years or longer since commands no longer use them to support manpower studies and they cease being management tools when rescinded or superseded.</p>	N1-AFU-86-60	

Copy sent to agency 3/8/90

TABLE 355-1

DISASTER PREPAREDNESS

R U L E	A	B	C	D
33	If records are disaster preparedness training	consisting of training outlines, lesson plans, methods and test sheets	which are at MAJCOMs and below	then *destroy when superseded or no longer needed.