

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)

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disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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 GRS OR SUPERSEDED JOB CITATION	10.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the disposition of disaster preparedness training outlines, lesson plans, methods, and test sheets to "destroy when superseded or no longer needed."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or longer since commands no longer use them to support manpower studies and they cease being management tools when rescinded or superseded.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 3/18/90

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of training outlines, lesson plans, methods and test sheets	which are at MAJCOMs and below	then *destroy when superseded or no longer needed.

355. Disaster Preparedness. This table covers records pertaining to disaster preparedness.

TABLE 355-1				
DISASTER PREPAREDNESS				
RULE	A	B	C	D
	If the records are or pertain to	consisting of	which are	then
1	(RESERVED)			
2	nuclear/biological/chemical (NBC) conventional attack, warning and reporting, detection, decontamination, damage assessment and related activities			see table 55-6, rules 1, 2 and 3.
3	accidents involving NBC materials or components and other accidents as defined by AFR 355-1	USAF accident reports with pertinent attachments, records and related papers used in reporting accidents under AFR 355-1	at HQ USAF	destroy after 30 years.
*4			at field activities providing assistance	destroy after 2 years or when no longer needed, whichever is later.
*5			information copies	
*6	unit training exercises	reports and other data used in evaluating a unit's capabilities as demonstrated during a training exercise		destroy after 2 years or when no longer needed, whichever is later.
7			information copies	destroy when superseded or no longer needed.
8	natural disasters	reports, messages and other data describing situation accomplishments and results, loss of personnel, equipment, material, aircraft, and related cost expenditure data	at HQ AFRES	destroy after 5 years.
*9			at field activities providing assistance	destroy after 2 years or when no longer needed, whichever is later.
10			information copies	destroy when no longer needed.
11 thru 13	(RESERVED)			
14	civil disorders	reports, messages and other data	at MAJCOMs and subordinate commands providing assistance	destroy after 2 years or on inactivation of the activity, whichever is sooner.
15			information copies	destroy when no longer needed.
*16	equipment	correspondence, research and development evaluations, procurement, utilization, and other informational data	at MAJCOMs and below	destroy after 2 years or when no longer needed, whichever is later.
*17		inspection records for radiac equipment (see T.O. 11H4-1-5)	at field activities	destroy 24 months after date of last entry, if no other current data is on the form.
*18		action copies of unsatisfactory conditions experienced		see table 66-1.
*19	protective shelters	correspondence, messages and related records pertaining to marking, stocking and inspecting		destroy after 2 years or when no longer needed, whichever is later.
*19.1		correspondence, messages, and related records pertaining to collective protection and contamination control areas	at MAJCOM and below	

TABLE 355-1. CONTINUED

R U L E	A	B	C	D
	If the records are or pertain to	consisting of	which are	then
*20		surveys	at installation disaster preparedness and base civil engineer offices	destroy when superseded or unit/installation is inactivated, whichever is sooner.
*20.1		reports, correspondence, messages, pertaining to operations at shelters, to include fallout Time History Charts, Explosive Control Data and shelter activity logs	at installation civil engineer offices	
*21	disaster support group and disaster response force	correspondence, messages and related records	at MAJCOMs and below	destroy after 2 years or when no longer needed, whichever is later.
*22	NBC transactions not covered elsewhere in this table	correspondence, messages and other records relating to matters not affecting administration or policy	at MAJCOMs and below	destroy after 2 years or when no longer needed, whichever is later.
23	military support to civil agencies	reports, messages and related records	at HQ AFRES and originating agencies	destroy after 2 years.
24	(RESERVED)			
*25	military support to civil agencies	reports, correspondence, messages, and other records pertaining to military support to civil authority, civil defense, and related programs	at MAJCOMs and below	destroy after 2 years or when no longer needed, whichever is later.
26	assistance agreements	formal agreements to which two or more agencies are signatories.	at originating agencies	destroy when superseded, rescinded or on inactivation of the unit, whichever is sooner.
27			information or review copies	destroy when superseded or no longer needed.
*28	plans	concepts, policy and guidance on disaster preparedness planning and operations, including operations plans or other planning directives and associated reports		destroy after 2 years or when no longer needed, whichever is later.
*29		plans established to supplement the parent command document; details local area policies and concepts necessary for response in emergencies or disasters		
*30	support plans	records similar to those described in rules 28 and 29 above, developed in support of or received from subordinate echelons, lateral commands and other defense agencies for monitoring purposes and/or for coordination of planned operations	at MAJCOMs and below	destroy after 2 years or when no longer needed, whichever is later.
31	(RESERVED)			
*32	planning board or staff meeting	minutes of meetings, correspondence, messages, and related records pertaining to the status of overall base effectiveness in disaster preparedness	at MAJCOMs and below	destroy after 2 years or when no longer needed, whichever is later.
*33	disaster preparedness training	training outlines, lesson plans, methods and test sheets	at MAJCOMs and below	destroy after 2 years or when no longer needed, whichever is later.
34		on-the-job training (OJT)		see table 35-1 and table 50-1.
*35		listing of personnel who have taken specialized disaster preparedness training courses		destroy after 2 years or when no longer needed, whichever is later.
*36		individual training records	completely filled in	