

**REQUEST FOR RECORDS DISPOSITION AUTHORITY**  
(See Instructions on reverse)

LEAVE BLANK

AGENCY NO.

N1-AFU-90-13

TO: **GENERAL SERVICES ADMINISTRATION**  
**NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20400**

DATE RECEIVED

1. FROM (Agency or establishment)

NOTIFICATION TO AGENCY

DEPARTMENT OF THE AIR FORCE - HQ USAF

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disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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

2. MAJOR SUBDIVISION

DIRECTORATE OF INFORMATION MANAGEMENT AND ADMINISTRATION

3. MINOR SUBDIVISION

RECORDS MANAGEMENT POLICY SECTION

4. NAME OF PERSON WITH WHOM TO CONFER

5. TELEPHONE EXT.

DATE

ARCHIVIST OF THE UNITED STATES

Pierre J. Jost

694-3527

4/24/90



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.

8. DATE

C. SIGNATURE OF AGENCY REPRESENTATIVE

D. TITLE

22 NOV 1989

Grace T Rowe

GRACE T. ROWE, Chief, Rcds Mgt Policy Sec  
Directorate of Info Mgt and Administration

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 GRS OR SUPERSEDED JOB CITATION	10.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>AIR FORCE LOGISTICS COMMAND AERONAUTICAL DEPOT MAINTENANCE INDUSTRIAL TECHNOLOGY PROGRAM (TABLE 66-13, RULES 4, 5 AND 7). (APPLICABLE AIR FORCE-WIDE)</p> <p>Because our regulation on the disposition of the following records: "safety proposals", "program/technical reports", and "program proposals", shows that these records are permanent and because your office never approved them as permanent records, we contacted the office responsible for their creation and maintenance. Attached is a sample of a table format they agreed upon and that we want to publish in the next revision of our regulation on records disposition schedules.</p> <p>Request you approve these three rules.</p>		

*Copies sent to agency  
AMT, MMW 4/25/90*

TABLE 66-13

## TITLE OF TABLE

AIR FORCE LOGISTICS COMMAND AERONAUTICAL DEPOT MAINTENANCE INDUSTRIAL TECHNOLOGY PROGRAM

R U L E	A If the records are or pertain to	B consisting of	C which are	D then
* 4	safety proposals	recommended methods of processing, involving safety or health considerations	approved by safety and/or medical authorities	destroy after inclusion into Technical Data, AFOSH or OSHA standards.
* 5	program reports/ technical reports	reports prepared at the completion of an important phase of a program or at the end of a project and contain evaluation methods, recommendations and conclusions	at HQ AFLC	destroy 10 years after the close of a project.
6	NO CHANGE	NO CHANGE	NO CHANGE	NO CHANGE
* 7	program proposals	description of processes, techniques, and related material pertinent to common repair facilities	approved	destroy 5 years after the close of the project.
8	NO CHANGE	NO CHANGE	NO CHANGE	NO CHANGE