

**REQUEST FOR RECORDS DISPOSITION AUTHORITY**

*(See Instructions on reverse)*

LEAVE BLANK

JOB NO.

NI-AFU-90-22

DATE RECEIVED

1/31/90

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

1/6/90

ARCHIVIST OF THE UNITED STATES

*[Signature]*

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disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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 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 B of the GAO Manual for Guidance of Federal Agencies, is attached.

A. GAO concurrence:  is attached; or  is unnecessary.

8. DATE

11 JAN 1990

C. SIGNATURE OF AGENCY REPRESENTATIVE

*Grace T. Rowe*

D. TITLE

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

7. ITEM NO

1

8. DESCRIPTION OF ITEM  
*(With Inclusive Dates or Retention Periods)*

CEMETERY AND BURIAL RECORDS  
(TABLE 143-1, RULE 3.1)  
(APPLICABLE AIR FORCE-WIDE)

9. GRS OR SUPERSEDED JOB CITATION

10. ACTION TAKEN (NARS USE ONLY)

We contacted the office responsible for the maintenance of the Interyment Reports maintained at base level (HQ AFESC/DEH). Our regulation on records schedules shows that records are permanent upon inactivation of the base. For some reasons we never obtained your approval for this disposition. HQ AFESC states that the interyment reports (AF Form 593) are permanent records of persons in a base cemetery by plot, row, and grave number. The records should be maintained at the base mortuary office until the base is inactivated or the cemetery is turned over to another federal agency. Upon closure of the base, if the cemetery is not turned over to another agency, the Air Forms 593 must be retired permanently to the Washington National Archives-Records Center. At the present time two air bases have active cemeteries for new burials. Other base cemeteries may have reserved grave spaces based on a family member already being interred. Attached is a sample of a table format they agreed upon and that we want to publish in the next revision of our regulation.

*Transferred by Rowe 20 mar 90*

Request you approve this rule.

*Copy sent to agency, ncf, nnt 4/12/90*

TABLE 143-1

TITLE OF TABLE  
CEMETERY AND BURIAL RECORDS

R U L E	A If the records are or pertain to	B consisting of	C which are	D then
*3.1	interment reports	periodic reports of interments, available grave sites, grave site reservations, and similar report	at bases	retire as permanent on inactivation of installation or when cemeter is placed in an inactive status (see note).

NOTE :

Contact SAF/AAIA for disposition instructions if cemetery is transferred to another federal agency or to a local government. *If cemetery is not transferred, transfer records to National Archives immediately on inactivation.*

*J Rowe  
20 Mar 90*