

REQUEST FOR RECORDS DISPOSITION AUTHORITY <i>(See Instructions on reverse)</i>		LEAVE BLANK	
TO GENERAL SERVICES ADMINISTRATION NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408		JOB NO NI-AFU-90-24	DATE RECEIVED 2/9/90
1 FROM (Agency or establishment) DEPARTMENT OF THE AIR FORCE		NOTIFICATION TO AGENCY	
2 MAJOR SUBDIVISION DIRECTORATE OF INFORMATION MANAGEMENT		In accordance with the provisions of 44 USC 3303a 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disposal request, including amendments is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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.	
3 MINOR SUBDIVISION RECORDS MANAGEMENT POLICY BRANCH			
4 NAME OF PERSON WITH WHOM TO CONFER Pierre J. Jost	5 TELEPHONE EXT. 694-3527	DATE 4/25/90	ARCHIVIST OF THE UNITED STATES 

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 _____ 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 100 FEB 1990	C SIGNATURE OF AGENCY REPRESENTATIVE 	D TITLE GRACE T. ROWE, Chief, Rcds Mgt Policy Branch Directorate of Information Mgt
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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	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN 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 align="center">REPROGRAPHICS (TABLE 6-1. RULES 19 THRU 22) (APPLICABLE AIR FORCE-WIDE)</p> <p>It came to our attention that the disposition instructions concerning the Microform Service Centers and Microform Production Facilities presently under Table 12-1 (Records Management Program) should be under Table 6-1 (Reprographics) because they pertain to the same functional area. We slightly changed the title of the records to cover a wider range of plants, centers or facilities, but the dispositions are the same. Rules 19 and 20 are for approved requests, as for the disapproved ones, we would like to add two new rules. The office responsible for the maintenance of these records feels that the approving office should destroy the disapproved requests after 5 years and the requesting office only 2 years after disapproval.</p> <p>Request you approve these changes.</p>		

TABLE 6-1

TITLE OF TABLE
REPROGRAPHICS

R U L E	A If the records are or pertain to	B consisting of	C which are	D then
*19	Printing Plants, Duplicating Cen- ters, and Micro- form Production Facilities	requests to establish with supporting records and records of approval	at approving offices	destroy 10 years after inactivation of plant, center or facility.
*20			at implementing levels at other than approving offices	destroy on inacti- vation of plant, center or facility.
*21		requests to establish with supporting records and records of disapproval	at approving offices	destroy 5 years after disapproval of plant, center or facility.
*22			at requesting levels at other than approval offices	destroy 2 years after disapproval of plant, center or facility.