

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

LEAVE BLANK

JOB NO.

*NIAFL-90-32*

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

DATE RECEIVED

*3/28/90*

1. FROM (Agency or establishment)  
DEPARTMENT OF THE AIR FORCE

NOTIFICATION TO AGENCY

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disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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

3. MINOR SUBDIVISION  
Policy Division, SAF/AAIA

4. NAME OF PERSON WITH WHOM TO CONFER

5. TELEPHONE EXT.

DATE

ARCHIVIST OF THE UNITED STATES

Mr. R. P. Dwyer

694-3494

*5/11/90*

*[Signature]*

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 3 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  
*26 MAR 1990*

C. SIGNATURE OF AGENCY REPRESENTATIVE

D. TITLE

GRACE T. ROWE  
Chief, Records Mgmt Policy Branch  
Directorate of Information Mgmt

*Grace T Rowe*

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 GRS OR SUPERSEDED JOB CITATION	10.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>CORRESPONDENCE, MESSAGES, AND PROJECT FILES (Table 10-1) (Applicable to Office of The Secretary of the Air Force only)</p> <p>Rule 1.3. Added to retire as permanent chronological files of the Secretary of the Air Force and other high ranking Department of the Air Force officials appointed by the President. NARA has already determined that these records need permanent retention and eventual transfer to the National Archives, per attached.</p>		
2	<p>Note 8. Added to state that Air Force will offer Rule 1.3 records to the National Archives when latest record is 25 years old.</p>		

*Copies sent to agency,  
M-T, M-W 5/18/90*

**TABLE 10-1**

**CORRESPONDENCE, MESSAGES, AND PROJECT FILES**

R U L E	A	B	C	D
	If records are	consisting of	which are	then
1	general correspondence	(no change)	(no chg)	(no change)
.3 *	(permanent)	chronological files of the Secretary of the Air Force and other high ranking Department of the Air Force officials appointed by the President	at HQ USAF	retire as permanent (note 8).

**NOTES:**

\*8. Offer records to National Archives in 5-year blocks when latest record is 25 years old.