

REQUEST FOR RECORDS DISPOSITION AUTHORITY

(See Instructions on reverse)

LEAVE BLANK

JOB NO.

NI-AFU-90-49

DATE RECEIVED

8-17-90

TO: **GENERAL SERVICES ADMINISTRATION
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408**

NOTIFICATION TO AGENCY

In accordance with the provisions of 44 U.S.C. 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disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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.

1. FROM (Agency or establishment)

Department of the Air Force

2. MAJOR SUBDIVISION

Directorate of Information Management (SAF/AAIA)

3. MINOR SUBDIVISION

Records Management Policy Branch

4. NAME OF PERSON WITH WHOM TO CONFER

Mr. Jay N. Rivest

5. TELEPHONE EXT.

694-3431

DATE

3/20/91

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.

B. DATE

14 AUG 1990

C. SIGNATURE OF AGENCY REPRESENTATIVE

Grace T. Rowe
GRACE T. ROWE

D. TITLE

Chief, Records Mgt Policy Br
Directorate of Information Mgt

7. ITEM NO.

1

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

CATALOGING RECORDS (T72-1)
(Applicable Air Force-wide)

This is a revision to our table 72-1. The purpose of this submission is to schedule rule 17 to cover the disposition of Cataloging Project Files. These documents are initiated at all levels of Cataloging Management to track progress on currency and updates to the Federal Supply Catalog system. Usage can be as frequently as daily until action is completed; then management evaluation and problem solving take place, on the average, for the next two years. At the end of 2 years, the document can be destroyed.

We attach a copy of our proposed disposition instructions.

9. GRS OR SUPERSEDED JOB CITATION

NN-170-33

10. ACTION TAKEN (NARS USE ONLY)

Copy sent to agency 3/21/91

PROPOSED NEW/REVISED AIR FORCE RECORD RETENTION SCHEDULE

TABLE 72-1
CATALOGING RECORDS

	A	B	C	D	E
RULE	If the record series title is	consisting of	which are	then	authorized by
17	Cataloging Project Files	letters of transmittals, minutes of conferences, correspondence pertaining to the Federal Supply Catalog program, & related records		destroy 2 years after all actions have been completed	NN-170-33