

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

LEAVE BLANK

JOB NO.

NC-AFU-90-53

DATE RECEIVED

8-30-90

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

1. FROM (Agency or establishment)

DEPARTMENT OF THE AIR FORCE

2. MAJOR SUBDIVISION

Directorate of Information Management

3. MINOR SUBDIVISION

Policy Division, SAF/AAIA

4. NAME OF PERSON WITH WHOM TO CONFER

GRACE T. ROWE

5. TELEPHONE EXT.

694-3527

DATE

8/14/90

ARCHIVIST OF THE UNITED STATES



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disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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

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 2 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.

6. DATE

27 AUG 1990

C. SIGNATURE OF AGENCY REPRESENTATIVE

*Grace T Rowe*

D. TITLE

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

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 GRS OR SUPERSEDED JOB CITATION	10.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>ENVIRONMENTAL PLANNING (Table 19-1) (Applicable Air Force-wide)</p> <p>Rule 5.1. Changed the disposition of Environmental Protection Committee minutes of meetings to "destroy after 10 years" vice "destroy after 2 years." Due to increased national interest and emphasis on environmental matters, and the need to ensure proper Air Force accountability, Air Force now needs to retain these records for 10 years.</p>	NC1-AFU-83-50	

*copy sent to agency 10/9/90*

TABLE 19-1

ENVIRONMENTAL PLANNING

R U L E	A	B	C	D
	If records are	consisting of	which are	then
5 .1	Environ- mental Protection Committee meeting minutes	minutes of meetings		*destroy after 10 years.