

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

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JOB NO. NI AFU-91-6

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

DATE RECEIVED 10-24-90

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disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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

3. MINOR SUBDIVISION
Policy Division, SAF/AAlA

4. NAME OF PERSON WITH WHOM TO CONFER
Mr. R. P. Dwyer

5. TELEPHONE EXT.
703-614-3494

DATE 2/13/91 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 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.

| | | |
|-------------------------------|---|---|
| 6. DATE 18 OCT 1990 | C. SIGNATURE OF AGENCY REPRESENTATIVE <i>Grace T. Rowe</i> | 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 GRS OR SUPERSEDED JOB CITATION | 10.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>SAFETY PROGRAM ADMINISTRATION (TABLE 127-1) (Applicable Air Force-wide)</p> <p>Air Force disposes of traffic safety education and driving experience records per Table 50-2, Rule 27; and private motor vehicle (PMV) flight and control unit records per Table 127-1, Rules 13 and 14. These rules records are now incorporated in Table 127-1, as explained below, and we will delete Table 50-2, Rule 27 upon NARA approval of these Table 127-1 added rules.</p> <p>1 Rules 13 and 14. Delete, as we are disposing of PMV flight and control unit records in added Rules 18-23, some are copies of records (originals located in other table series) that are no longer needed, and some of these records no longer exist.</p> | NN-171-32 | |
| 2 | <p>2 Rule 18. Added, to dispose of traffic safety education (TSE) Automatic Personnel Data System (APDS) entries for military personnel or other applicable personnel data systems for civilian personnel at Consolidated Base Personnel Offices (CBPOs). Air Force no longer needs this TSE APDS data upon individual's discharge or separation; and if military member is reassigned (permanent change of station (PCS)), CBPO sends this TSE information to member's reassigned base CBPO.</p> | | |

Copy sent to agency, NCF 2/19/91

REQUEST FOR RECORDS DISPOSITION AUTHORITY -- CONTINUATION

JOB NO.

PAGE

OF

7.
ITEM
NO.

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*(NARS USE
ONLY)*

- 3 Rule 19. Added, to dispose of computer TSE data on disc. Base safety office deletes/updates TSE data on disc as necessary, and sends disc back periodically to CBPO for computer system update.
- 4 Rule 20. Added, to dispose of TSE APDS computer listings of updated TSE training codes (codes reflecting individual TSE training) at base safety office when superseded. When base safety office receives a new listing from CBPO, the previous one is no longer needed.
- 5 Rule 21. Added, to dispose of copy (original given to vehicle operator) of Certificate of Competency for Moped and motor scooter training at base safety office. Air Force no longer needs this certificate upon individual's discharge, separation, or PCS.
- 6 Rule 22. Added, to dispose of Safety Education Call Roster at base safety office after one year. This disposition meets Air Force needs.
- 7 Rule 23. Added, to dispose of motorcycle safety training data at Air Force Inspection and Safety Center (HQ AFISC), Major Commands (MAJCOMS) and base safety offices after one year. This disposition meets Air Force needs.

TABLE 127-1

SAFETY PROGRAM ADMINISTRATION

| R U L E | A | B | C | D |
|------------------|--------------------------------|---|---|--|
| | If records are | consisting of | which are | then |
| 13 | (RESERVED) | | | |
| 14 | (RESERVED) | | | |
| 18 * | traffic safety education (TSE) | Automated Personnel Data System (APDS) entries for members or appropriate personnel data system for civilian personnel documenting individual's completion of standard traffic safety course, motorcycle operator courses, driver improvement program, and supervisor safety training | at base CBPOs | destroy (delete) upon individual's discharge, separation, or forward entry data to next PCS base CBPO. |
| 19 * | | above computer TSE data on disc | at base safety office | delete/update data on disc, and send periodically back to CBPO for computer update. |
| 20 * | | APDS computer listings of updated TSE training codes | | destroy when superseded. |
| 21 * | | copy of Certificate of Competency (AF Form 483) for MOPED and motor scooter training | | destroy upon individual's discharge, separation, or PCS. |
| 22 * | | Safety Education Call Roster (AF Form 1286) | | destroy after 1 year. |
| 23 * | | motorcycle safety training data | at HQ AFISC, MAJCOMs, and base safety offices | |