

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

LEAVE BLANK

JOB NO.

NI-AFU-91-9

DATE RECEIVED

12/17/90

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 (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

1/22/91

ARCHIVIST OF THE UNITED STATES



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disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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

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 4 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

11 DEC 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)

STANDARDIZATION RECORDS (T73-1)  
(Applicable Air Force-wide)

This is a revision of our table 73-1. The purpose of this submission is to establish permanent records series at rules 4 and 4.2 and establish temporary record series at rules 4.1 and 4.3 to cover the disposition of various international standardization records (see Attachment 1).

Rules 4 and 4.2. Although these records currently appear as permanent in our AFR 12-50, Volume II, they are now unscheduled. We seek to have them scheduled as permanent.

These documents are initiated at specific levels and fed to the central file at the HQ USAF International Standardization Office. The documents are used for research and problem resolution and to control compliance with agreement provisions.

Usage can be as frequently as daily until the agreement expires; then the documents have no operational value. These records may be of long-term interest to researchers, historians and

[continued on next page]

9. GRS OR SUPERSEDED JOB CITATION

NN-170-33

10. ACTION TAKEN (NARS USE ONLY)

archivists. The documents provide the U.S. position about general international military cooperation and its opinion on specific issues of standardization. The records also reveal the people involved in the decision making process and the role played by each. The spirit of international military cooperation indicated by these documents seems to warrant continued preservation.

We propose to offer inactive records in this series to the National Archives in 5-year blocks when the latest record has been inactive for 25 years.

- 2 Rules 4.1 and 4.3. These are non-record copies of the records described above. Once their value for current operations has ceased, these records have no historical, legal, or financial value and should be destroyed.

These records are not subject to audit.

We attach our proposed disposition instructions.

PROPOSED NEW/REVISED AIR FORCE RECORD RETENTION SCHEDULE

TABLE 73-1  
STANDARDIZATION RECORDS

	A	B	C	D	E
RULE	If the record series title is	consisting of	which are	then	authorized by
1-	4 International Standardization - Agreements	agreements (permanent and test project) agreed upon by all parties	record copy at HQ USAF International Standardization Office	retire as permanent upon dissolution of the agreement (see note)	NN-170-33
2-	4.1 International Standardization - Agreements (Working/Info Copies)		working copies, distributed copies and information copies	<del>destroy when superseded, obsolete, rescinded, or no longer needed, whichever is sooner</del>	<i>non-record</i>
3-	4.2 International Standardization - Working Parties (Record Copies)	correspondence, reports/minutes, agendas, attendees, charters, terms of reference, policy guidance and related records pertaining to standardization activities of the: North Atlantic Council Defense Planning Committee (NACDPC); North Atlantic Military Committee (NAMC); NATO Military Agency for Standardization (MAS); Combined Communications-Electronics Board (CCEB); American-British-Canadian-Australian (ABCA) Armies; Air Standardization Coordinating Committee (ASCC); special working groups, groups of experts, and sub-groups; similar organizations and their subelements	record copy of management and individual meeting case files at HQ USAF International Standardization Office	retire as permanent upon dissolution of the working party (see note)	
4	4.3 International Standardization - Working Parties (Info/Working		other copies	<del>destroy when superseded, obsolete, rescinded, or no longer needed,</del>	<i>non-record</i>

*data 1*

PROPOSED NEW/REVISED AIR FORCE RECORD RETENTION SCHEDULE

	(Copies)			whichever is sooner	
5	(RESERVED)(see note 2)				
6	(RESERVED)(see note 3)				
6.1	(RESERVED)(see note 3)				
7	(RESERVED)(see note 4)				
8	(RESERVED)(see note 4)				

NOTES:

1. Offer to the National Archives in 5-year blocks when the latest record has been inactive for 25 years. Inactivity begins upon dissolution of the agreement or working party, whichever pertains.
2. For project files of records of air standardization coordinating committee, special working groups, groups of experts, and subgroups at MAJCOMs, arranged by project number, see this table, rule 4.2.
3. For Air Standardization Coordinating Committee (ASCC) and NATO MAS test project agreements (TPA/CTPA) and correspondence, see this table, rule 4 and 4.1, as appropriate. For unit property records (jacket files), see tables 67-3 and 67-11, as appropriate.
4. For ASCC annual reports used for reference, review, and evaluation by member air forces (record copies at HQ USAF), see this table, rule 4.2. For all other copies of the ASCC annual reports, see this table 4.3.