


<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b> <i>(See Instructions on reverse)</i>		LEAVE BLANK	
TO <b>GENERAL SERVICES ADMINISTRATION</b> <b>NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408</b>		JOB NO <b>N1-AFU-91-20</b>	DATE RECEIVED <b>2-27-91</b>
1 FROM <i>(Agency or establishment)</i> <b>DEPARTMENT OF THE AIR FORCE</b>		NOTIFICATION TO AGENCY	
2 MAJOR SUBDIVISION <b>DIRECTORATE OF INFORMATION MANAGEMENT</b>		In accordance with the provisions of 44 USC 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disposal request, including amendments is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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 <b>RECORDS MANAGEMENT POLICY BRANCH</b>			
4 NAME OF PERSON WITH WHOM TO CONFER <b>Pierre J. Jost</b>	5. TELEPHONE EXT. <b>694-3527</b>	DATE <b>3/28/91</b>	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 THREE 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

8 DATE <b>22 FEB 1991</b>	C. SIGNATURE OF AGENCY REPRESENTATIVE <i>Innocent T. Rowe</i>	D. TITLE <b>GRACE T. ROWE, Chief, Rcds Mgt Policy Branch Directorate of Information Mgt</b>
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7 ITEM NO	8 DESCRIPTION OF ITEM <i>(With Inclusive Dates or Retention Periods)</i>	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN <i>(NARS USE ONLY)</i>
1	<p><b>SPECIALIZED PUBLICATIONS</b> <b>(TABLE 8-1, RULES 8, 8.1 and 8.2)</b> <b>(APPLICABLE AIR FORCE-WIDE)</b></p> <p>Rule 8 has already been approved as PERMANENT (NCI-AFU-78-19), however, we want to add "at HQ ESC/LG and AFSCS, as applicable" in Column C and "Note 8" in Column D.</p> <p>Rule 8.1 has also been approved under Job Nr N1-AFU-86-37 (See attached letter, dated Sep 8, 1987).</p> <p>Records covered by Rule 8.2 are also PERMANENT and contain sensitive information. They will be offered to the National Archives when their sensitivity and classification no longer prevent their use for purposes of historical and other research.</p> <p>Request you approve this request for inclusion in our regulation.</p>		

*Copies sent to agency, NAW, NNT 4/1/91*

TABLE 8-1

TITLE OF TABLE  
SPECIALIZED PUBLICATIONS

R U L E	A If the records are or pertain to	B consisting of	C which are	D then
*8	communications security (COMSEC) codes and authenticators systems publications	record set of each publication which includes a printed copy of each issuance, edited manuscript (see Table 5-1), printed copy of each form prescribed, record showing latest annual review by approving authority, and related background material such as records relating to developing, coordinating and issuing each publication	at HQ ESC/LG and AFCSC, as applicable	retire as permanent each edition containing a change in content, format, or production principle (code generation media) (See Notes 1, 2 and 8).
*8.1	maintenance bulletins (MB) (ESC and non-ESC originated), equipment installation standards (EI)			destroy 6 years after supersession or rescission (See Note 7).
*8.2	AF COMSEC publications			retire as permanent (See Notes 1 and 8).

- Note 1: No change.
- \*Note 7: Prior to destroying MBs, HQ ESC/IMOR will contact AFCSC/MAV to ensure records are eligible for destruction.
- \*Note 8: HQ ESC is the office of record for records of longtime retention. Records appraised as permanent will be <sup>transferred</sup> offered to the National Archives <sup>when 50 years old by</sup> when their sensitivity and classification no longer prevent their use for purposes of historical and other research. <sup>which is later</sup> Sensitive records will be periodically reviewed every 10 years.