

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

LEAVE BLANK

JOB NO. **NI-AFU-91-36**

DATE RECEIVED **6-10-91**

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
RECORDS MANAGEMENT POLICY BRANCH

4. NAME OF PERSON WITH WHOM TO CONFER
JOYCE L. TRUETT

5. TELEPHONE EXT. **614-3527**

DATE **11/7/91** ARCHIVIST OF THE UNITED STATES
Jean E. Keeting, Acting

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 7 JUN 1991	C. SIGNATURE OF AGENCY REPRESENTATIVE <i>Grace T. Rowe</i>	D. TITLE GRACE T. ROWE, Chief, Rcds Mgt Policy Branch Directorate of Information Mgt
------------------------------	---	--

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 GRS OR SUPERSEDED JOB CITATION	10.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>DISASTER PREPAREDNESS (TABLE 355-1, RULE 8) (APPLICABLE AIR FORCE-WIDE)</p> <p>Air Force National Security Emergency Preparedness (AFNSEP) is the office of primary responsibility for natural disaster reports monitoring and issuing mission designators for USAF and Civil Air Patrol response and assistance. They recommend changing the retention of these records from 5 years to 3 years or when longer needed, whichever is sooner. This will allow screening and records reduction of those insignificant records and retention of essential records for a longer period of time.</p> <p>Request you approve this request for inclusion in our regulation.</p>	NI-AFU-90-3	

TABLE
T355-1
TITLE OF TABLE
DISASTER PREPAREDNESS

R U L E	A If the records are or pertain to	B consisting of	C which are	D then
*8	natural disasters	reports, messages and other data describing situation—accomplishments and results, loss of personnel, equipment, material, aircraft, and related cost expenditure data	at AFNSEP (HQ TAC)	destroy after 3 years or when no longer needed, whichever is sooner.
*23	military assistance to civil authorities (MACA)	reports, correspondence, messages, and other records pertaining to MACA and related programs	at AFNSEP (HQ TAC), MAJCOMS and below	destroy after 2 years or when no longer needed whichever is later.
24	RESERVED			
*25	RESERVED			