


REQUEST FOR RECORDS DISPOSITION AUTHORITY <i>(See Instructions on reverse)</i>		LEAVE BLANK	
TO GENERAL SERVICES ADMINISTRATION NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408		JOB NO N1-AFU-91-40	DATE RECEIVED 7-16-91
1 FROM (Agency or establishment) DEPARTMENT OF THE AIR FORCE		NOTIFICATION TO AGENCY 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disposal request, including amendments is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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.	
2 MAJOR SUBDIVISION DIRECTORATE OF INFORMATION MANAGEMENT			
3. MINOR SUBDIVISION RECORDS MANAGEMENT POLICY BRANCH			
4 NAME OF PERSON WITH WHOM TO CONFER Pierre J. Jost	5 TELEPHONE EXT. 694-3527	DATE 10/21/91	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 **TWO** 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 10 JUL 1991	C SIGNATURE OF AGENCY REPRESENTATIVE 	D TITLE GRACE T. ROWE, Chief, Rcds Mgt Policy Branch Directorate of Information Mgt
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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	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN 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>(INARS USE ONLY)</i>
1	<p style="text-align: center;">SPECIALIZED PUBLICATIONS (TABLE 8-1, RULES 21-22) (APPLICABLE AIR FORCE-WIDE)</p> <p>Our office responsible for the Air Force Blood Program has asked that we add two rules to cover the disposition of technical letters that provide specific guidance and procedures relating to the drawing, testing, inventorying, storing and distributing of blood and blood products on all Air Force installations. The record copies maintained at this headquarters may be destroyed after 10 years and the other copies kept at medical treatment facilities and major commands and field operating agencies will be destroyed when superseded. Both types of records will be kept in the office files until they are eligible for destruction.</p> <p>Request you approve the addition of these two rules so we can publish in our records schedules regulation.</p> <p style="text-align: right;"><i>Copy sent to agency 10/25/91</i></p>		

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
*21	Air Force Blood Program Technical Letters (AFBPTL)	record copies	at HQ USAF/SGHR	destroy after 10 years (See Note 4)
*22		copies of AFBPTLs	at medical treatment facilities and MAJCOMs/ FOAs	destroy when supe- seded (See Note 4)

Note 4: Retain in current file until eligible for destruction.