

# REQUEST FOR RECORDS DISPOSITION AUTHORITY

(See instructions on reverse)

TO NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR)  
WASHINGTON, DC 20408

1. FROM (Agency or establishment)

DEPARTMENT OF THE AIR FORCE

2. MAJOR SUBDIVISION

Directorate of Information Management

3. MINOR SUBDIVISION

Policy Division, SAF/AAIA

4. NAME OF PERSON WITH WHOM TO CONFER

Mr. R. P. Dwyer

5. TELEPHONE

703-614-3494

LEAVE BLANK (NARA use only)

JOB NUMBER

NI-AFU-92-6

DATE RECEIVED

10-11-91

NOTIFICATION TO AGENCY

In accordance with the provisions of 44 U.S.C. 3303a the disposition request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10

DATE

2/3/92

ARCHIVIST OF THE UNITED STATES

### 6. AGENCY CERTIFICATION

I hereby certify that I am authorized to act for this agency in matters pertaining to the disposition of its records and that the records proposed for disposal on the attached 2 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, under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies,

is not required;  is attached; or  has been requested.

DATE

8 OCT 1991

SIGNATURE OF AGENCY REPRESENTATIVE

Innocent T. Rowe

TITLE

GRACE T. ROWE  
Chief, Records Mgmt Policy Branch  
Directorate of Information Mgmt

7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GAS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
1	<p>PROGRAM ADMINISTRATION (Table 50-1) (Applicable Air Force-wide)</p> <p>Rule 27. Added, to dispose of test accountability/control logs, registers, destruction certificates, and inventories 6 months after individual pages are completed or closed out. These records provide an auditable record of accountability and control of performance tests and materials to prevent compromise. Air Force only needs these records for this period of time for proper surveillance of the test control program.</p>		

Copy sent to agency 2/5/92

TABLE 50-1

## PROGRAM ADMINISTRATION

R U L E	A	B	C	D
	If records are	consisting of	which are	then
27 *	test accountability/control	logs, registers, destruction certificates, inventories used to control and account for test materials in the form of test booklets, examinations, answer keys, answer sheets, etc		destroy 6 months after individual pages are completed or closed out.