

REQUEST FOR RECORDS DISPOSITION AUTHORITY (See Instructions on reverse)		LEAVE BLANK (NARA use only)	
TO NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		JOB NUMBER NI-AFU-93-4	DATE RECEIVED 11-4-92
1. FROM (Agency or establishment) DEPARTMENT OF THE AIR FORCE		NOTIFICATION TO AGENCY	
2. MAJOR SUBDIVISION Directorate of Information Management		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	
3. MINOR SUBDIVISION Records Management Policy Branch			
4. NAME OF PERSON WITH WHOM TO CONFER Grace T. Rowe	5. TELEPHONE 703-614-3527	DATE 3/2/93	ARCHIVIST OF THE UNITED STATES <i>Raymond A. Marley</i>

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 _____ 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 29 Oct 92	SIGNATURE OF AGENCY REPRESENTATIVE <i>Grace T. Rowe</i>	TITLE GRACE T. ROWE Records Mgt Policy Branch Directorate of Info Mgt.
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7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GAS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
1	<p>Environmental Planning Table 19-1 (Applicable HQ USAF)</p> <p>The purpose of this submission is to add rule 19 to this table to cover the environmental and natural resources data training records consisting of records related to the training of personnel in hazardous waste management procedures (including contingency plan implementation) relevant to the employee's position.</p> <p>40 Code of Federal Regulations Part 265 requires personnel training and prescribes that training records on current personnel must be kept until closure of the facility.</p> <p>Training records on former employees must be kept at least 3 years from the date the employee last worked at the facility. We attach an extract of the 40 CFR Part 265 for your information.</p>		

Table 19-1				
ENVIRONMENTAL PLANNING				
RULE	A	B	C	D
	If the records are or pertain to	consisting of	which are	then
1-18 NC	NC	NC	NC	NC
19	Environmental and natural resources data training	records related to the training of personnel in hazardous waste management procedures (including contingency plan implementation) relevant to the employees position		destroy 3 years after employee last worked at the facility, or until facility closure.