

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 (SAF/AAI)

3. MINOR SUBDIVISION

Records Management Policy Branch

4. NAME OF PERSON WITH WHOM TO CONFER

Patsy J. Conner

5. TELEPHONE

703 614-3431

LEAVE BLANK (NARA use only)

JOB NUMBER

NI-AFW-93-14

DATE RECEIVED

5-21-93

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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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

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 ___ 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

MAY 18 1993

SIGNATURE OF AGENCY REPRESENTATIVE

Grace T. Rowe

TITLE

GRACE T. ROWE, Chief Records Management Policy Br, Dir of Information Management

7. ITEM NO.

8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION

9. GRS OR SUPERSEDED JOB CITATION

10. ACTION TAKEN (NARA USE ONLY)

LEGAL ADMINISTRATION (Table 110-1)
(Applicable to Air Force-wide)

The purpose of this submission is to revise Table 110-1 Rules 15, 17, 18 and add Rule 15.01. The specific changes are discussed below.

1

Rule 15 and 15.01. The tax and litigation records at HQ USAF and AFLSA offices should be destroyed after 25 and 30 years. After 30 years the background information on these cases will not be needed. The actual court cases would be available in bound volumes for those cases of precedential value. These records are covered by the Privacy Act System of Records F110 AFJAB.

2

Rules 17 and 18. In Rule 17, HQ USAF copies of reports of legal process submitted under AFR 110-24 were proposed permanent records. Rule 18 covered copies at other than HQ USAF. These records are covered by Rules 15, 15.01 and 16 so Rules 17 and 18 may be deleted and reserved.

TABLE 110-1

TITLE OF TABLE
LEGAL ADMINISTRATION

R U L E	A	B	C	D
	If the records are or pertain to	consisting of	which are	then
15	tax and litigation	records accumulated incident to litigation arising out of tax disputes; legal actions involving the AF, its personnel, or contractors; and administrative proceedings, investigative reports, and legal processing affecting accomplishment of the AF mission	at AFLSA/JACL, JACN, and JACP	destroy after 25 years
15. 01			at AFLSA/JACE	destroy after 30 years
17	RESERVED			
18	RESERVED			