REQUEST FOR RECORDS DISPOSITION AUTHORITY

(See Instructions on reverse)

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

1 FROM (Agency or establishment)
DEPARTMENT OF THE AIR FORCE

2 MAJOR SUBDIVISION
Directorate of Information Management

3 MINOR SUBDIVISION
Admin Comm/Records Mgt Division, SAF/AAIQ

4 NAME OF PERSON WITH WHOM TO CONFER
Mr. R. P. Dwyer

5 TELEPHONE
703-614-3494

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 ___ pages 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 JUL 7 1994

SIGNATURE OF AGENCY REPRESENTATIVE
Grace T. Rowe

TITLE Chief, Records Management Branch
Directorate of Information Mgt

7 ITEM NO.

8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION

ONE-TIME AUTHORIZATION FOR EARLY DISPOSAL
OF SHORT TERM TEMPORARY RECORDS DUE TO
INACTIVATION OF HEADQUARTERS AIR COMBAT
CAMERA SERVICE (HQ AIRCCS)

Request NARA approval allowing HQ AIRCCS and six of its subordinate units to destroy their temporary records listed in the attached. The attached is an extract of HQ AIRCCS/subordinate units submission, as 95% of its listed records were already designated by NARA in prior base closure actions as either eligible/not eligible for early destruction. Based on September 1994 inactivation, these records created in 1992-1994 are normally scheduled for destruction between Jan 1995-Jan 1997.

9 GRS OR SUPERSEDED JOB CITATION

10 ACTION TAKEN (NARA USE ONLY)

STANDARD FORM 115 (REV. 3-91)
Prepared by NARA
36 CFR 1228
<table>
<thead>
<tr>
<th>TABLE RULE</th>
<th>DESCRIPTION</th>
<th>DISPOSITION</th>
</tr>
</thead>
<tbody>
<tr>
<td>T25-1, R25</td>
<td>Manpower Standards Studies-Computerized Output Products (at FMET or Designated Lead Team)</td>
<td>1 Year</td>
</tr>
<tr>
<td>T30-2, R15.2</td>
<td>Personal Identification and Pass Records-Accountability Records (Subblocks of Vehicle Registration Identification Forms)</td>
<td>2 Months</td>
</tr>
<tr>
<td>T78-3, R4</td>
<td>Industrial Facilities Records-Program Funding Studies (below MAJCOMs)</td>
<td>2 Years</td>
</tr>
<tr>
<td>T700-21, R15</td>
<td>Still Photography - In-Service Project Records</td>
<td>2 Years</td>
</tr>
<tr>
<td>T700-22, R17</td>
<td>Motion Picture Photography/Video Recordings - In-Service Project Records</td>
<td>2 Years</td>
</tr>
<tr>
<td>T700-24, R17</td>
<td>Visual Information (VI) Library Services-Copy File Records</td>
<td>2 Months</td>
</tr>
<tr>
<td>T700-24, R23</td>
<td>VI Library Services-Distribution and Control Records (Classified Daily Transaction Records)</td>
<td>2 Years</td>
</tr>
<tr>
<td>T700-24, R30</td>
<td>VI Library Services-Warehouse Pull List (Classified Copy Listings)</td>
<td>2 Years</td>
</tr>
<tr>
<td>T700-24, R31</td>
<td>VI Library Services-Inventory Record of Classified Copies</td>
<td>2 Years</td>
</tr>
<tr>
<td>T700-26, R3</td>
<td>VI Property and Equipment-Television Equipment Programming Documents (at HQ AAVS and Originating Activities)</td>
<td>1 Year</td>
</tr>
</tbody>
</table>