

REQUEST FOR RECORDS DISPOSITION AUTHORITY

(See Instructions on reverse)

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

1. FROM (Agency or establishment)

DEPARTMENT OF THE AIR FORCE

2. MAJOR SUBDIVISION

DIRECTORATE OF INFORMATION MANAGEMENT

3. MINOR SUBDIVISION

RECORDS MANAGEMENT POLICY BRANCH

4. NAME OF PERSON WITH WHOM TO CONFER

JESSICA L. SPENCER

5. TELEPHONE

703-614-3494

LEAVE BLANK (NARA use only)

JOB NUMBER

NI-AFU-96-6

DATE RECEIVED

2-6-96

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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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

10-24-96

ARCHIVIST OF THE UNITED STATES

John W. Cal

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 1 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

2 Feb 96

SIGNATURE OF AGENCY REPRESENTATIVE

Francis X. Mc Govern

TITLE

FRANCIS X. MCGOVERN, Lt Col, USAF
Chief, Records Management Branch

7. ITEM NO.

8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION

9. GRS OR SUPERSEDED JOB CITATION

10. ACTION TAKEN (NARA USE ONLY)

TRAINING REPORTS, SPECIAL EXERCISE, AND MANEUVER PLANS RECORDS

1
TABLE 55-4, RULES 12,13, 14, 15 of AFR 4-20, Vol. 2
(now Table 10-3 of AFMAN 37-139)
(APPLICABLE AIR FORCE-WIDE)

NI-AFU-90-3
new

This request is to add new rules to cover the dispositions of Personnel Support for Contingency Operations (PERSCO) Contingency Reports.

See attached recommended rules.

OCT 29 1996 *MHV* *Copies to agency*

RECOMMENDED DISPOSITIONS

TABLE 55-4 of AFR 4-20, Vol. 2 (now Table 10-3 of AFMAN 37-139)
 TRAINING REPORTS, SPECIAL EXERCISE, AND MANEUVER PLANS RECORDS

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
12*	personnel support for contingency operations (PERSCO) contingency reports	records pertaining to the deployment of personnel, including departure report, personnel identification and travels itinerary report, PERSCO Team (PT) status report, commander's situation report (SITREP), duty status change (DSC) report, processing discrepancy report, PRESTO after-action report (AAR), manpower and personnel module-base (MANPER-B) reports	at originating HQ AFMPC or other command offices	Destroy when superseded, obsolete, or no longer needed.
13*			at offices that monitor deployment of personnel	destroy when superseded, obsolete, or no longer needed.
14*		MANPER - B computer system data consisting of above MANPER -B reports, including hardware relocation report, initial report, hardware outage report, hardware outage follow-up report, incident report (for virus reporting)		Destroy when data is no longer needed. (GRS 20, Item 1c) Withdrawn
15*			at MAJCOMs and below.	