

REQUEST FOR RECORDS DISPOSITION AUTHORITY

(See Instructions on reverse)

LEAVE BLANK (NARA use only)

JOB NUMBER *N1-AFU-96-12*

DATE RECEIVED *4-22-96*

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

1. FROM (Agency or establishment)

DEPARTMENT OF THE AIR FORCE

2. MAJOR SUBDIVISION

DIRECTORATE MISSION SYSTEMS

3. MINOR SUBDIVISION

DCS/Communication and Information

4. NAME OF PERSON WITH WHOM TO CONFER 5. TELEPHONE

JESSICA L. SPENCER

703-695-4263

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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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

7-15-96 *John W. Carr*

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 *16 Apr 96*

SIGNATURE OF AGENCY REPRESENTATIVE

John D. Collier

TITLE

For ROBERT E. CARR, COL, USAF
Chief, Infrastructure Division

7. ITEM NO.

8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION

9. GRS OR SUPERSEDED JOB CITATION

10. ACTION TAKEN (NARA USE ONLY)

Request approval of the attached highlighted dispositons for implementation into the AFMAN 37-139

Table 32-35 (Fire Protection)

N1-AFU-90-3

JUL 17 1996 MHR copy to: Agency

-35

TABLE 32-35

FIRE PROTECTION

R U L E	A	B	C	D
	If the records are or pertain to	consisting of	which are	then
1 *	fire department training	individual certification performance test records	at the fire department	individual is certified at next higher level. AUTH: NI-AFU-90-3 96-12
2	pre-fire plans	AF Form 1028 facility pre-fire plan		destroy when superseded or obsolete. AUTH: NI-AFU-90-3
3 *	fire pump service test	AF Form 1078, fire truck and equipment test and inspection record		destroy when superseded or obsolete. AUTH: NI-AFU-90-3
4	fire protection equipment	AF Form 1071, inspection maintenance record		destroy when obsolete or no longer needed. AUTH: NI-AFU-90-3
5	fire protection inspections and tests	AF Form 218, facility fire prevention protection record		destroy 1 year after reporting year, or when superseded by follow-on report (provided all spaces thereon are filled), whichever is applicable. AUTH: NI-AFU-90-3
6	fire incidents	AF Form 1487, fire prevention visit report	in fire prevention section	destroy when hazard or deficiency is corrected or 2 years after reporting year, whichever is later (also see Table 88-2). AUTH: NI-AFU-90-3
7	daily fire activities	daily fire log and comparable fire activities data (hard copy or electronic record)		destroy after 2 years (see note 1). AUTH: NI-AFU-90-3
8		source or feeder-type reports that support records in rules 6 and 14.		destroy after 1 year or when purpose is served, whichever is sooner (see note 1). AUTH: NI-AFU-90-3
9 *		voice recorder tapes	at fire departments	retain for 24 hours use. (Exception: retain tapes involved in incident reports, investigations, or legal actions until case is settled; and then erase). AUTH: NI-AFU-90-3 96-12

[Amended by D. Brown per J. Spencer, 5/16/98]