

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-99-9	
1. FROM (Agency or establishment) DEPARTMENT OF THE AIR FORCE		DATE RECEIVED 6-2-99	
2. MAJOR SUBDIVISION HQ COMMUNICATIONS & INFORMATION CENTER		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	
3. MINOR SUBDIVISION CORPORATE INFORMATION DIVISION			
4. NAME OF PERSON WITH WHOM TO CONFER GENE B. SULLIVAN	5. TELEPHONE 703-588-6192	DATE 12-10-99	ARCHIVIST OF THE UNITED STATES <i>[Signature]</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 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 24 May 99	SIGNATURE OF AGENCY REPRESENTATIVE <i>Cheryle D. Gumaer</i>	TITLE CHERYLE D. GUMAER Air Force Records Manager
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7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
1	<p>ENVIRONMENTAL PLANNING</p> <p>Air Force proposes changes to Table 32-1</p> <p>1. Using work center—record of authorization to use hazardous materials HAZMAT Pharmacy</p> <p>a. Air Force proposes: Add Table 32-1, Rule 20, 21 and 22.</p> <p>Used to control the issuance of Hazardous materials. It documents that the proposed use of chemical is essential to a maintenance procedure, and health, safety, and environmental concerns have been received. The workcenter should maintain this form as long as the chemical is used or hazardous waste containing the chemical is present. The HAZMART should maintain this form as long as the chemical is authorized to issue to the workceter.</p> <p>See attached table format showing how we want to describe the retention of these records</p>		

TABLE 32-1**ENVIRONMENTAL PLANNING**

	A	B	C	D
R U L E	If the records are or pertain to	Consisting of	which are	then
*20	Hazardous Material Authorization	AF Form 3952	At using centers	Destroy after material is removed from authorization and any waste has been disposed of.
*21			At HAZMAT Pharmacies	Destroy when hazardous material has been deleted from Authorization List.
*22	Environmental planning	Electronic input records (word processing, form filler software)		Delete when record copy is printed and filed.