

**REQUEST FOR AUTHORITY
TO DISPOSE OF RECORDS**

(See Instructions on Reverse)

Items
TO: GENERAL SERVICES ADMINISTRATION
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408

1. FROM (AGENCY OR ESTABLISHMENT)

DEPARTMENT OF THE AIR FORCE

2. MAJOR SUBDIVISION

DIRECTORATE OF ADMINISTRATION

3. MINOR SUBDIVISION

DOCUMENTATION SYSTEMS DIVISION

4. NAME OF PERSON WITH WHOM TO CONFER

MR C J PHILLIPS

5. TEL. EXT.

756-2383

6. CERTIFICATE OF AGENCY REPRESENTATIVE:

| LEAVE BLANK | |
|---|--|
| DATE RECEIVED JUL 6 1976 | JOB NO. NC1-AFU-76-51 |
| NOTIFICATION TO AGENCY | |
| In accordance with the provisions of 44 U.S.C. 3303a the disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "with-drawn" in column 10. | |
| 8-18-76 (Date) | <i>James B. Rhoads</i> Archivist of the United States |

I hereby certify that I am authorized to act for this agency in matters pertaining to the disposal of the agency's records; that the records proposed for disposal in this Request of 2 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified.

29 JUN 1976

Herbert G. Geiger

**HERBERT G. GEIGER, Chief
Documentation Systems Division
Directorate of Administration**

Date

(Signature of Agency Representative)

(Title)

| 7. ITEM NO. | 8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods) | 9. SAMPLE OR JOB NO. | 10. ACTION TAKEN |
|-------------|---|--|------------------|
| | <p align="center">SPECIAL PUBLICATIONS SYSTEMS</p> <p align="center">(Table 8-1)</p> <p>The purpose of this submission is to establish disposition criteria for the record set of Air Force Occupational Safety and Health (AFOSH) Standards to be issued by the Air Force Surgeon General's Office in Washington, D.C., and the Air Force Inspection and Safety Center, Norton Air Force Base, CA.</p> <p>Proposed new Rule 9 would be added to present Table 8-1 establishing criteria for the record set. (All other copies would be destroyed when superseded or obsolete.)</p> <p>Permanent retention is recommended because the standards represent the official Air Force position relative to occupational safety and health. (Published standards are similar to records presently covered by General Records Schedule #16, Administrative Management Records, Item #1.)</p> | <p align="center">NN</p> <p align="center">170-33</p> <p align="center">171-65</p> | |

*Copies to Agency, NCW
7 9NC-3 8-20-76 00*

8. Special Publications Systems. This table covers specialized publications authorized by AFM 5-1.

| TABLE 8-1 | | | | |
|--------------------------|---|---|---|---|
| SPECIALIZED PUBLICATIONS | | | | |
| R U L E | A If documents are or pertain to | B consisting of | C which are | D then |
| 1 | specialized publications system initial approval | | | see table 5-1. |
| 2 | manuscripts or proofs | | | |
| 3 | technical orders (TOs) | record copy of each TO in the Air Force TO system (AFR 8-2) | maintained for USAF at NPRC (MPR) per agreement between AF/LC and GSA | destroy 6 years after TO is rescinded, contracts are closed, and equipment is dropped from AF inventory. (Exception: note 3). |
| 4 | | background material, such as forms, reports, correspondence, and other documents concerning initiation, preparation, issuance, and changes to TOs | at issuing activities | destroy 2 years after TO is superseded, obsolete, or rescinded. |
| 5 | characteristics guides | record set (AFM 5-1) of each publication, which includes a printed copy of each issuance; edited manuscript (see table 5-1); printed copy of each form prescribed; document showing signature of approving authority; document showing latest annual review by approving authority, and related background material | | see table 80 4. |
| 6 | extension course material, OJT packages, and other training publications | such as documents relating to developing, coordinating, and issuing each publication | | see table 50 4. |
| 7 | specialized publications not identified elsewhere in this manual | | | retire as permanent (note 1). |
| 8 | communications security (COMSEC) codes and authenticator systems publications | | at AF COMSEC Center | retire as permanent each edition containing a change in content, format, or production principal (code generation media) (notes 1 and 2). |
| 9* | Air Force Occupational Safety and Health (AFOSH) standards | | at HQ USAF/SGP and AFISC/SEG | retire as permanent. <i>offer to NARS within 25 years in 5 year increments.</i> |

10-13

AFM 12-50