

REQUEST FOR AUTHORITY
TO DISPOSE OF RECORDS

LEAVE BLANK

DATE RECEIVED JOB NO

NOV 29 1976

NC 1-AFU-77-41

16 items (See Instructions on Reverse)
10 GENERAL SERVICES ADMINISTRATION
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON DC 20408

in accordance with the provisions of 44 U.S.C. 3401, the dis-
posal request including enclosures is approved, except for
items that may be stamped, dated, not approved, or with
written in column 10.

- 1 FROM AGENCY OR ESTABLISHMENT
DEPARTMENT OF THE AIR FORCE, HQ USAF
- 2 MAJOR SUBDIVISION
Directorate of Administration
- 3 MINOR SUBDIVISION
Documentation Systems Division
- 4 NAME OF PERSON WITH WHOM TO CONFER
Mr. Phillips
- 5 TELETYPE EXT
756-2385
- 6 CERTIFICATE OF AGENCY REPRESENTATIVE

3-24-77 *James B. Rhodes*
Archivist of the United States

5 I hereby certify that I am authorized to accept this agency's records for the disposal of records as shown on the records proposed for disposal in this Request for Authority. I certify that the records are no longer needed for the business of this agency and that they are in accordance with the retention schedule specified.

NOV 1976
Date
Richard H. Geiger
Signature of Agency Representative

7 ITEM NO 8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Period) 9 SAMPLE OR JOB NO 10 ACTION TAKE

RECORD SETS OF PUBLICATIONS (5-1)

(Applicable Air Force-wide)

- 1 The attached submission reduces the retention period of documentation under rule 3 of above table from 8 years to 7 years. Rules 6, 7, and 8 are also revised to more adequately describe documentation involved and an added rule 6.1 will differentiate between documents at HQ USAF and MAJCOMs, with a lesser retention period for the records maintained at MAJCOMs. The foregoing proposed changes will adequately meet Air Force requirements. NN 170-33 and NC-AFU 75-54
- 2 Reappraisal of the permanent documentation covered by rules 1, 1.1, 2, 6, and 15 has been accomplished. These records pertain to preparing and issuing policy, procedural, organizational and reportorial functions. The Department of the Air Force therefore considers these records to have permanent value. Request authority be granted to continue permanent retention of the documentation covered by rules 1, 1.1, 2, 6, and 15. NN 170-33

Arrangement. By organizational unit and then under by number.
Volumes: 250 of permanent.
70 of unusual.

115-106
Sent to agency and NCW-3/28/77 JB

5. Publications Management. This table covers record sets of AF publications and publications systems subject to AFM 5-1. It does not cover documents which are printed or duplicated to meet distribution requirements, such as plans, programs, histories, studies, reports, correspondence, and other such documents not included in the AF publications system.

TABLE 5-1					
RECORD SETS OF PUBLICATIONS					
RULE	A	B	C	D	
	If documents are or pertain to	consisting of	which are	then	
1	regulations, manuals, supplements, staff digests	record set of each publication which includes edited manuscript (see rules 22 and 23) copy of printed publication and changes, request for issuance forms, documents showing	at HQ USAF OPR, MAJCOMs, and major subordinate commands	retire as permanent (notes 1, 2, 3 and 5)	<i>Off. to: 1 PRS in 5-year increments when not issued add.</i>
11	<i>Handbook</i>	actions affecting the publication	originals of request for issuance forms maintained by HQ USAF Publishing Division (DAP)	retire as permanent after annual cutoff (note 1)	
2		printed copy of each form prescribed by the publication including copy of request for approval and development of form original of the latest form showing annual or special review	below major subordinate commands which have MAJCOM or AF wide applicability	retire as permanent (notes 2 and 3)	<i>Off. to: 1 PRS in 5-year increments when not issued add.</i>
3		adopted suggestions affecting publication copy of application for approval of report adopted recommendations for changes and any other documentation pertaining to content or issuance of publication described in AFM 5-1	below major subordinate commands which <i>do not</i> have MAJCOM or AF wide applicability	*destroy after 7 years (note .)	
4	pamphlets		handbooks, booklets, or brochures containing informative and instructional (rather than directive) material	destroy when rescinded, superseded, or obsolete as applicable, or when no longer needed (note 4)	
5	visual aids		charts, posters, or other graphic illustrations issued for either permanent or temporary display on walls, bulletin boards, etc		

P U B L I C	A	B	C	D
	If documents are or pertain to	consisting of	which are	then
6	operating instructions	record set of each publication, which includes edited manuscript (see rules 22 and 23), copy of printed publication and changes, request for issuance forms documents showing coordination, comments, and actions affecting the publication, printed copy of each form prescribed by the publication including copy of request for approval and development of form, original of the latest form showing annual or special review, adopted suggestions affecting publication, copy of application for approval of report, adopted recommendations for changes and any other documentation pertaining to content or issuance of publication described in AFM 5-1	*at HQ USAF	retire as permanent (notes 2 and 3). <i>Office of AFM 5-1</i>
3.1			at MAJCOMS and major subordinate commands, and apply to the entire headquarters (such as HOIs)	destroy two years after superseded, rescinded, or otherwise declared obsolete (note 4). <i>Office of AFM 5-1</i>
7			* at HQ USAF, MAJCOMS, and major subordinate commands, and <u>do not</u> apply to the entire headquarters (such as directorate division, branch, etc., OIs	* destroy when superseded, rescinded, obsolete, or when no longer needed, whichever is applicable (note 4).
8			below major subordinate commands	*

NOTES 1 HQ USAF offices of primary responsibility (OPR) file and retain a duplicate copy of the request for issuance forms (AF Form 673) with related record set and background material. HQ USAF/DAP retains the original AF Form 673 in accordance with rule 1.1. Below HQ USAF levels the original AF Form 673 is filed and retained with the record set of the publication.

2. Retain as current records until the publication is rescinded, superseded, or obsolete. (Superseded means that the publication has been replaced by one bearing either the same or a different number and subject.) Then remove from the current file, place in an inactive file which will be cutoff 31 December each year, and retire or dispose of as indicated. Background material is retained by HQ USAF OPRs until the related publication is rescinded, superseded, or obsolete, and then retained and retired to WNRC 2 years after annual cutoff. Field OPRs retain background material for standard publications dated before 1 Jan 68, and retire it when the related publication is rescinded, superseded, or obsolete. Field OPRs send background material for standard publications dated on and after 1 Jan 68 to the publications management office for retention and retirement, except for digests, bulletins, and operating instructions other than HOIs.

3. AF Departmental publications prepared or issued by a major command or separate operating agency are retired as HQ USAF record sets. Responsibility for maintaining the record sets, including all essential background material, is as agreed upon between the HQ USAF OPR and the preparing command. When retired, the HQ USAF OPR is indicated in the FROM block of the SF 135, and "41" shown as the Record Group No. In item 13 of the SF 135, indicate the preparing office (major command or separate operating agency and office). An accession number is obtained from the HQ USAF OPR Staff Documentation Manager, per HQ USAF HOI 12-1, and entered on the SF 135 before shipping the record sets to WNRC.

4. Report material of historical or other significant value considered worthy of permanent preservation to HQ USAF/DAD.

5. Air Force activities designated as Executive Agent for DOD publications will be responsible for creation, maintenance, and retirement of the publication and all records pertaining to it.

12			IG Brief	hold at HQ USAF for 2 years after annual cutoff, then transfer to WNRC - Offer to National Archives after 10 years in WNRC
13			telephone directories	see table 100 18.
14	recurring periodical systems	official record set for each approved recurring periodical in the system, including initial request and justification for issuance, cost data and specifications of periodicals and requests for approval, publications management office approval for issuance, each subsequent request and approval for change in specifications, funding, or quantitative requirements, OPR's current annual request for continuance, and the publications management office approval, and other correspondence between the OPR and the publications management office concerning the publication	at publications management offices and OPRs	destroy when recurring periodical is discontinued (note 4)
15	specialized publications systems	official record set for each approved system of specialized publications, including initial request and justification for a special system of publications, publications management office approval, printed copy of the prescribing directive, printed copy of each form prescribed in the prescribing directive, and other correspondence between the OPR and the publications management office concerning the system	at publications management offices	retire as permanent when publications system is discontinued
16			at OPRs	destroy when publications system is discontinued
17	specialized publications			see table 8-1

offer to NARA's in 5-year increments when 25 years old.

NOTES 1 HQ USAF offices of primary responsibility (OPRs) file and retain a duplicate copy of the request for issuance forms (AF Form 673) with related record set and background material. HQ USAF/DAP retires the original AF Form 673 in accordance with rule 1.1. Below HQ USAF level, the original AF Form 673 is filed and retained with the record set of the publication.

2 Retain as current records until the publication is rescinded, superseded, or obsolete. (Superseded means that the publication has been replaced by one bearing either the same or a different number and subject.) Then remove from the current file, place in an inactive file which will be cutoff 31 December each year, and retire or dispose of as indicated. Background material is retained by HQ USAF OPRs until the related publication is rescinded, superseded, or obsolete, and then retained and retired to WNRC 2 years after annual cutoff. Field OPRs retain background material for standard publications dated before 1 Jan 68, and retire it when the related publication is rescinded, superseded, or obsolete. Field OPRs send background material for standard publications dated on and after

1 Jan 68 to the publications management office for retention and retirement, except for digests, bulletins and operating instructions other than HOIs.

3 All Departmental publications prepared or issued by a major command or separate operating agency are retired as HQ USAF record sets. Responsibility for maintaining the record sets, including all essential background material, is as agreed upon between the HQ USAF OPR and the preparing command. When retired, the HQ USAF OPR is indicated in the FROM block of the SF 135, and "141" shown as the Record Group No. In item 13 of the SF 135, indicate the preparing office (major command or separate operating agency and office). An accession number is obtained from the HQ USAF OPR Staff Documentation Manager, HQ USAF HOI 12-1 and entered on the SF 135 before shipping the record sets to WNRC.

4 Report material of historical or other significant value considered worthy of permanent preservation to HQ USAF/DAD.

5 Air Force activities designated as Executive Agent for DOD publications will be responsible for creation, maintenance, and retirement of the publication and all records pertaining to it.