

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

Rec. 10/2/78

LEAVE BLANK

JOB NO

NC 1 AFU-79 3

DATE RECEIVED

OCT 4 1978

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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10

10-17-78 *James P. O'Neil*
Date *acting* Archivist of the United States

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

1947 Administrative Support Group (HQ USAF)

3. MINOR SUBDIVISION

Information Management and Resources Division

4. NAME OF PERSON WITH WHOM TO CONFER

P. B. Speed

5. TEL EXT

767-4479

6. CERTIFICATE OF AGENCY REPRESENTATIVE

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 3 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified.

A Request for immediate disposal.

B Request for disposal after a specified period of time or request for permanent retention.

C. DATE

27 SEP 1978

D. SIGNATURE OF AGENCY REPRESENTATIVE

Herbert G. Geiger

E. TITLE

**HERBERT G. GEIGER, Chief
Information Mgt and Resource Div**

7. ITEM NO

8. DESCRIPTION OF ITEM
(With Inclusive Dates or Retention Periods)

9. SAMPLE OR JOB NO

10. ACTION TAKEN

AEROSPACE RESCUE AND RECOVERY SERVICE (ARRS) MISSION RECORDS (Table 64-1) (Applicable to the Aerospace Rescue and Recovery Service)

The purpose of this submission is to revise disposition authorities for records of closed and suspended rescue and recovery missions and to establish disposition authority for certain incident logs.

Closed and suspended mission records consist of narrative logs, message reports, and related correspondence concerning missions that were closed or suspended prior to the location of the objective. Our proposed revision establishes separate series for "closed" and "suspended" mission records with parallel retention periods.

Incident logs consist of logs and correspondence pertaining to incidents which did not progress into search missions. They are used to record initial reports from FAA and other agencies of possible distresses. SAR stands for Search and Rescue; ELT stands for Emergency Locator Transmitter. A one-year retention period will satisfy our current requirements.

3 items

sent to Agency Only 10-19-78 MJS

TABLE 64-1

AEROSPACE RESCUE AND RECOVERY (ARRS) MISSION RECORDS

R U L E	A	B	C	D
	If documents are or pertain to	consisting of	which are	then
1	No Change	No Change	No Change	No Change
1.1			HQ ARRS for closed Noncombat Area Missions	Destroy 7 Years After Mission is Closed (see note).
1.2			HQ ARRS for suspended Noncombat Area Missions	Retained in Office for 7 Years After Mission is Suspended Then Destroy

TABLE 64-1

AEROSPACE RESCUE AND RECOVERY SERVICE (ARRS) MISSION RECORDS

R U L E	A	B	C	D
	If documents are or pertain to	consisting of	which are	then
6	No Change	N/C	N/C	N/C
7	Incident Logs	Incident Forms Pertaining to SAR and ELTs	HQ ARRS and Operating units	Destroy after 1 year