

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

Rec. 10/5/78

LEAVE BLANK

JOB NO

NCI-HF4-79 5

DATE RECEIVED

OCT 6 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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10.

10-13-78 *James E. 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

Mr C. C. Ratcliffe

5. TEL EXT

767-4502

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 2 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

D. SIGNATURE OF AGENCY REPRESENTATIVE

E. TITLE

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

28 SEP 1978

Herbert G. Geiger

7. ITEM NO

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

9. SAMPLE OR JOB NO

10. ACTION TAKEN

**REPRODUCTION RECORDS
(T6-1)**

1 Attached proposed change to Air Force Manual 12-50, Table 6-1 is submitted for your review.

NN-173-1

The proposed change combines rules 16 and 17. Duplicating requisitions are destroyed after 3 months and the production logs are required to verify production reports in duplicating centers. Under present criteria, documents in rule 17 could be retained as long as those in rule 16. The change provides a definite retention period.

Proposed retention criteria will adequately serve Air Force requirements.

For case of reference a copy of Table 6-1, rules 16 and 17 is attached.

1/1 time

sent copy to Agency only 10-27-78

TABLE 6-1 (Continued)

R U L E	A	B	C	D
	If documents are or pertain to	consisting of	which are	then
8	requisitions for printing and binding services	forms and related correspondence requesting <i>other than</i> industrially funded printing	at printing plants	file in the job jacket and dispose of according to rules 4 and 5.
9			at requesting activities	destroy on receipt of completed job, or after 1 year if used to develop budget estimates.
10		forms and related correspondence requesting industrially funded printing	at printing plants	destroy after 1 year, or, if exceptions have been taken as a result of audit, destroy 2 years after all exceptions have been cleared.
11			at requesting activities	destroy on receipt of completed job, or after 1 year if used to develop budget estimates.
12	requisitions on the Public Printer	printing procurement unit requisitions, invoices, specifications, and related papers	below HQ USAF	destroy 4 years after completion or cancellation of related individual requisition.
12.1			at HQ USAF	destroy 2 years after close of FY in which requisitions are completed or cancelled.
13		requisitions, invoices, transfer of funds, vouchers, receiving reports, and related papers	accounting records	destroy 4 years after period covered by the related account.
14	requisitions for local duplicating services	requisitions and related correspondence	at duplicating activities	destroy after 3 months.
15			at requesting activities	destroy on receipt of completed job.
16	printing, duplicating, and copying production records	* production records and related forms and production logs	at printing or duplicating activities or office copiers-monitors	destroy 6 months after the end of the FY.

TABLE 6-1 (Continued)

R J L E	A	B	C	D
	If documents are or pertain to	consisting of	which are	then
8	requisitions for printing and binding services	forms and related correspondence requesting <i>other than</i> industrially funded printing	at printing plants	file in the job jacket and dispose of according to rules 4 and 5.
9			at requesting activities	destroy on receipt of completed job, or after 1 year if used to develop budget estimates.
10			forms and related correspondence requesting industrially funded printing	at printing plants
11			at requesting activities	destroy on receipt of completed job, or after 1 year if used to develop budget estimates.
12	requisitions on the Public Printer	printing procurement unit requisitions, invoices, specifications, and related papers	below HQ USAF	destroy 4 years after completion or cancellation of related individual requisition.
12.1			at HQ USAF	destroy 2 years after close of FY in which requisitions are completed or cancelled.
13		requisitions, invoices, transfer of funds, vouchers, receiving reports, and related papers	accounting records	destroy 4 years after period covered by the related account.
14	requisitions for local duplicating services	requisitions and related correspondence	at duplicating activities	destroy after 3 months.
15			at requesting activities	destroy on receipt of completed job.
16	printing, duplicating, and copying production records	production records and related forms	at printing or duplicating activities or office copier monitors	destroy 6 months after the end of the FY.
17		production logs		destroy 30 days after management review is accomplished and information required by AFR 6-1 is made a matter of record.