

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

7/1/80

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

LEAVE BLANK	
JOB NO NCI-AFU-80-40	
DATE RECEIVED July 3, 1980	
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10	
7-8-80 Date	James P. O'Neil Acting Archivist of the United States

1. FROM (AGENCY OR ESTABLISHMENT)

DEPARTMENT OF THE AIR FORCE

2. MAJOR SUBDIVISION

1947 Administrative Support Group (HQ USAF)

3. MINOR SUBDIVISION

Information Management & Resources Division

4. NAME OF PERSON WITH WHOM TO CONFER

5. TEL EXT

Mr. R. P. Dwyer

694-3494

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 24 JUN 1980	D. SIGNATURE OF AGENCY REPRESENTATIVE <i>Herbert G. Geiger</i>	E. TITLE HERBERT G. GEIGER, Chief Information Mgt and Resource Div
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7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10. ACTION TAKEN
	ADMINISTRATIVE RECORDS (Table 11-2) INSPECTION RECORDS (Table 123-1) (Applicable Air Force-wide)		
1	Attached revised table 11-2, rule 33 expands general description of the documentation covered to include self-inspection checklists. These checklists were formerly covered in table 123-1, rule 10.1. This was inappropriate, as the checklists are not considered IG related. They are designed for use by functional areas for their own internal inspection purposes.	NCI-AFU-78-68	
2	Attached revised table 123-1, rule 10.1 is changed to serve cross-reference purposes to table 11-2.	NCI-AFU-78-54	

2 items

Copy to agency. 7-9-80

TABLE 11-2

ADMINISTRATIVE RECORDS

R U L E	A	B	C	D
	If documents are or pertain to	consisting of	which are	then
33	*internal inspections/ self-inspection checklists/inventories (not covered elsewhere)	letters, checklists, reports of findings, and documents pertaining to periodic local inspections/inven- tories and are not a part of or needed to document another record series covered elsewhere		destroy 1 year after completion of next comparable inspection/ inventory or when no longer needed, whichever is sooner.

TABLE 123-1

INSPECTION RECORDS

R U L E	A	B	C	D
	If documents are or pertain to	consisting of	which are	then
10.1	*self-inspection checklists			*see Table 11-2.