

**REQUEST FOR RECORDS DISPOSITION AUTHORITY**  
(See Instructions on reverse)

LEAVE BLANK	
JOB NO <i>NCI-AFU-81-42</i>	
DATE RECEIVED <i>April 30, 1981</i>	
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10	
<i>5-11-81</i> Date	<i>[Signature]</i> 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

DIRECTORATE OF ADMINISTRATION

3. MINOR SUBDIVISION

INFORMATION MANAGEMENT AND RESOURCES DIVISION

4. NAME OF PERSON WITH WHOM TO CONFER

Jon E. Updike

5. TEL EXT

694-3431

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

24 APR 1981

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

PRIVACY ACT RECORDS  
(Table 12-2) (Applicable Air Force-wide)

The purpose of this submission is to create a new disposition rule for recurring reports kept by Privacy Act Monitors and Systems Managers. These records are at office and unit level. The rule will reduce the retention period for these offices ~~from 2 years to one~~ **to one year.**

Request an exception be granted to the 2 year retention requirement in general records schedule 14.

*Exception to  
GRS 14  
Item 29.b.  
NCI-AFU-  
81-2*

*2 items*

*Closed Out: 5-22-81: K.T.!*  
*Copy to Agency*

TABLE 12-2

PRIVACY ACT RECORDS

R U L E	A	B	C	D
	If documents are or pertain to	consisting of	which are	then
12	Privacy Act Reports	recurring and one-time reports and information requirements relating to the Privacy Act Program	at MAJCOM and Base Privacy Act officers	destroy after 2 years, or when no longer needed for reference, whichever is sooner. [Exception to GRS 14, Item 29b, per NCI-AFU-81-2]
12.1			at Privacy Act Monitors and Systems Managers	destroy after 1 year [Exception to GRS 14, Item 29b]