

REQUEST FOR RECORDS DISPOSITION AUTHORITY
 (See Instructions on reverse)

Wallace

LEAVE BLANK	
JOB NO NCI-AFU-81-68	
DATE RECEIVED July 13, 1981	
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10	
Date 8-6-81	<i>Edward Weldon</i> 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
 Directorate of Administration

3. MINOR SUBDIVISION
 Information Management and Resources Division

4. NAME OF PERSON WITH WHOM TO CONFER

5. TEL. EXT.

Mrs. Grace T. Rowe

694-3527

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 JUL 02 1981	D. SIGNATURE OF AGENCY REPRESENTATIVE <i>Herbert G. Geiger</i>	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
1	<p style="text-align: center;">DISASTER PREPAREDNESS (Table 355-1) (Applicable Air Force-wide)</p> <p>The purpose of this submission is to make changes in rules 6, 7, 17, 19, 20, and 35. In rule 6, column D is changed to "destroy after 2 years." Experience has proven that we need the documentation for an additional year to provide record of the units' capability to respond to a disaster situation. Column C entry is deleted to show these are accumulated at any level. In rule 7, column B is changed to "information copies." The disposition in rule 17 is changed from 6 months to 24 months. The 24 month retention period for documentation on radiac instruments provides the Precision Measurement Equipment Laboratory (PMEL) facility a better record of the instruments history. With this added information, the PMEL is better able to calibrate and determine the continuing status of the instruments. In rule 19, column A is changed to update the terminology to the present language; column B is changed to delete "surveying", column C is left blank to show that this covers the documentation maintained at any level. Rule 20 is changed to cover surveys. These may be destroyed when superseded or unit/installation is inactivated. Rule 35</p>	NN-170-33	

6 items

115-107 *Copy sent to NARM, 8/10/81, F.A.W.
 Closed Out: 8-11-81: K.T.D.
 Copies to Agency*

Request for Records Disposition Authority – Continuation

JOB NO.

PAGE OF
2 of 3

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	<p>is added to cover Nuclear/Biological/Chemical defense training documentation. This documentation may be destroyed when superseded.</p>		

TABLE 355-1

R U L E	A	B	C	D
	If documents are or pertain to	consisting of	which are	then
6	unit training exercises	reports and other data used in evaluating a unit's capabilities as demonstrated during a training exercise	*	*destroy after 2 years.
7		*information copies		destroy when superseded or no longer needed.
17	equipment	inspection records for radiac equipment (see T.O. 11H4-1-5)	conducted at field activities	*destroy 24 months after date of last entry, if no other current data is on the form.
19	*protective shelters	*correspondence, messages and related documents pertaining to marking, stocking and inspecting		destroy after 1 year.
20 *		surveys	at installation disaster preparedness and base civil engineer offices	destroy when superseded or unit/installation is inactivated.
35 *	disaster preparedness training	<p>Listing of personnel who have taken specified Nuclear/Biological/Chemical (NBC) defense training documentation Courses</p> <p>[Amended by R. Witne per G. Rowe, 7/17/81]</p>		destroy when superseded.