

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

Wallace
07/11/81

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, HQ USAF

3. MINOR SUBDIVISION
Documentation Management

4. NAME OF PERSON WITH WHOM TO CONFER Mrs. Grace T. Rowe	5. TEL. EXT. 694-3527
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LEAVE BLANK	
JOB NO.	NCI-AFU-82-9
DATE RECEIVED	November 25, 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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10.	
6-2-82 <i>Date</i>	<i>[Signature]</i> <i>Archivist of the United States</i>

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 5 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 12 NOV 1981	D. SIGNATURE OF AGENCY REPRESENTATIVE <i>James E. Dagwell</i>	E. TITLE JAMES E. DAGWELL Documentation Management Branch Information Mgmt and Resources 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
1	<p align="center">PEST MANAGEMENT (Table 91-12) (Applicable Air Force-wide)</p> <p>The purpose of this submission is to establish a new table for Pest Management. This table supersedes rules 6-14 of table 91-5. Rule 1, is part of ^{records are currently covered by} rule 6, table 91-5 and should be retained permanently. These files are required for trend analysis and damage assessment. They are used to show trends such as pesticide use versus non-pesticide control (Integrated Pest Management). They can be used to provide cost data in the case of Environmental Protection Agency (EPA) Rebuttable Presumption Against Registration (RPAR) actions. They provide factual data on requests that question management review and approval of pest management programs, and they document program changes through the years. Because of the emphasis being placed on the use of pesticides and the long range damage resulting in their use, this series is very valuable and has historical significance. The collection is also very useful when EPA, DOD, etc., run a risk benefit analysis. Researchers will be interested in studying the Air Force Pesticide Management Program to learn what pesticides were used at a specific installation or those used collectively in the Air Force. The documentation is filed chronologically and may be released to National Archives after 30 years. There are no restrictions on</p>	NN1-72-214	Disposition of Rule 1 Not Approved

115-107 [Mass data change sheet required. Copy of job sent to NNM on 6/7/82 by T.A.W.]
To all [NCI 82-100] Closed Out: 6-8-82: [Signature]
Copy to Agency

12 items

Request for Records Disposition Authority – Continuation

JOB NO.

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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
	<p>access. The volume on hand is small. The Air Force Civil Engineering and Services Center (AFESC) has about 4/12 cubic feet and expects to accumulate about 1/2 cubic foot per year. Installations will probably collect about the same amount.</p> <p>Rule 2 is a new rule. This information documents pest management professional visits required by the Department of Defense, or visits required to solve base level problems, impact statements and validation of survey reports. They are no longer needed when superseded by more current statements and reports. Rule 3 includes rule 7 and 7.1, table 91-5, plus pest management maintenance records. Documentation is needed for 2 years after building is disposed of, or base is inactivated and dropped from real property accounts. Rule 4 covers contracts, contract service records, etc (includes rule 8, table 91-5). Information is required for administrative used for 1 year after termination of contract or warranty, whichever is later. Rule 5 is self explanatory and includes rule 9 of table 91-5. Rule 6 is new and is self explanatory. Rule 7 includes rules 10 and 11 of table 91-5. Rule 8 covers the Pest Control Summary Report and rule 12 of table 91-5. Rule 9 is self explanatory and includes rule 13 of table 91-5. Rule 10 is a Pest Control Summary (cumulative report) at MAJCOMs and below and covers rule 14, table 91-5. It is required for three years. Rule 11 covers the cumulative listing at AFESC. These listings are considered permanent and are used to determine trends, identify long-standing environmental problem areas, identify past usage of dangerous or EPA-cancelled pesticides (DDT is an example of this use), etc. This is a unique collection which has historical significance. The listings are filed chronologically. They may be offered to National Archives after 30 years. There is no restriction on their access. Volume is small, about 1 cubic foot on hand with about 4/12 cubic foot annual accumulation.</p> <p>Rule 12 covers approval letters for nonstandard pesticides and equipment. They may be destroyed when the pesticides/equipment are no longer used on the installation.</p>		<p>Disposition of Rule 11 Not Approved</p>

EST MANAGEMENT RECORDS *

TABLE 91-12

R U L E	A	B	C	D
	If documents are or pertain to	consisting of	which are at	then
1	pest management services	Pest Management Plans, annual Pest Management Program Reviews and program documents, related data, DOD Management by Objectives reports		retire as permanent. Disposition Not Approved
2		staff assistance visit reports, aerial spray environmental impact statements and validation survey reports		destroy when superseded or on inactivation of the installation, whichever is sooner.
3		pest management maintenance records, historical treatment records, termite and wood decay inspection records	bases/stations	destroy 2 years after building is disposed of or base is inactivated and dropped from real property accounts.
4		contracts, contract Statements of Work, MAJCOM approval letters, contract service records, and contract-related documents	MAJCOMS and below	destroy 1 year after termination of contract or expiration of warranty, whichever is later.
5		listing of personnel qualified and certified to perform pest management operations, and correspondence		destroy when superseded or on inactivation of the installation, whichever is sooner.

PEST MANAGEMENT RECORDS

TABLE 91-12 (Continued)

R U L E	A	B	C	D
	If documents are or pertain to	consisting of	which are at	then
6	pest management services	Technician Certificates of Competency	individuals	destroy old certificates upon recertification, or when individual is no longer certified, or leaves USAF.
7		Pest Control Summary Report monthly/quarterly detail/error listing	base/stations	destroy after 30 days or when no longer needed.
8		Pest Control Summary Report		destroy after two years.
9		Detail cards and correction cards, transcripts for pest reports		destroy after all processing is completed, or when no longer needed.
10		Pest Control Summary Report (cumulative listing)	MAJCOMS and below	destroy after three years.
11		Pest Control Summary Report (cumulative listing)	AFESC	retire as permanent. <i>Disposition Not Approved</i>
12		Approval letters for nonstandard pesticides and equipment	MAJCOMS and below	destroy when the pesticides/equipment are no longer used or in installation's possession.

Conversion Table for Tables 91-5 and 91-12

Rule in Table 91-5

Rule in Table 91-12

6	1
7 and 7.1	3
8	4
9	5
10, 11	7
12, 13	8, 9
14	10