

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

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

Mr. R. Dwyer

5. TEL. EXT.

694-3494

LEAVE BLANK

JOB NO

NCI-AFU-82-38

DATE RECEIVED

March 24, 1982

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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10.

4-27-82
Date

Robert M. King
Archivist of the United States

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

18 MAR 1982

D. SIGNATURE OF AGENCY REPRESENTATIVE

James E. Dagwell

E. TITLE

JAMES E. DAGWELL
Documentation Management Branch
Information Mgmt and Resources Div

7. ITEM NO.

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

9. SAMPLE OR JOB NO.

10. ACTION TAKEN

PROGRAM ADMINISTRATION RECORDS (Table 50-1)
(Applicable Air Force-wide)

Air Force proposes addition of two rules and note to Table 50-1.

- 1 Rule ~~25~~ 5. Added to cover NCO Academy Graduate Associations charter case files and supporting documents of its chapters. There is no need to keep these documents if the chapter's charter is dissolved.
- 2 Rule ~~26~~ 6. Added to cover NCO Academy Graduate Associations chapter activity documents. As these documents are basically used by the Associations to monitor their chapter's activities, their destruction after 1 year is appropriate.
- 3 Note ~~5~~ 5. Added to tell NCO Academy Graduate Associations chapters and field documentation managers that these chapters are private organizations, and their documents are not official Air Force documentation.

[Amended by R. Wire per R. Dwyer, 4/22/82]

No mass data change sheet required. Copy of job sent to NNM by RAW, 4/29/82.

Closed Out: 4-29-82: K.T.J.

Copy to Agency

2 items

TABLE 50-1

PROGRAM ADMINISTRATION RECORDS

R U L E	A	B	C	D
	If documents are or pertain to	consisting of	which are	then
25 *	AF established NCO Academy Graduate Associations (note 5)	charter case files, including charter, chapter constitution, by laws, and other governing documents	at NCO Academies	destroy when charter is dissolved.
26 *		documents for maintaining chapter activities, including chapter's minutes of meetings and reports		destroy after 1 year.
	<p>Note: *5. As associations' chapters are organized as private organizations, they are not considered official documentation within the meaning and intent of AFM 12-50.</p>			<p><i>maintained by the chapters</i> are not of AFM 12-50.</p> <p>[Amended by R. Wiese per R. Dwyer, 3/25/82 & 4/22/82]</p>