

# NOTICE - SOME ITEMS SUPERSEDED OR OBSOLETE

## **Schedule Number: NC1-AFU-82-057**

Some items in this schedule are either obsolete or have been superseded by new NARA approved records schedules. This information is accurate as of: 12/1/2024

### **ACTIVE ITEMS**

These items, unless subsequently superseded, may be used by the agency to disposition records. It is the responsibility of the user to verify the items are still active.

Item 190/1/27

### **SUPERSEDED AND OBSOLETE ITEMS**

The remaining items on this schedule may no longer be used to disposition records. They are superseded, obsolete, filing instructions, non-records, or were lined off and not approved at the time of scheduling. References to more recent schedules are provided below as a courtesy. Some items listed here may have been previously annotated on the schedule itself.

In 1989, Air Force submitted N1-AFU-90-003 to cover all of their temporary items in AFR 12-50, Volume II, Disposition of Air Force Records under a single job number. It is therefore assumed that all of the temporary items on this schedule were superseded by N1-AFU-90-003.

NOTICE - SOME ITEMS SUPERSEDED OR OBSOLETE

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

LEAVE BLANK
JOB NO.  NC1-AFU-82-57
DATE RECEIVED June 23, 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the disposal request including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10.
7-8-82 <u>Robert M. Kozicki</u> Date 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 HQ USAF**

3. MINOR SUBDIVISION  
**Documentation Management**

4. NAME OF PERSON WITH WHOM TO CONFER  
**Mrs. Grace T. Rowe**

5. TEL. EXT.  
**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 17 JUN 1982	D. SIGNATURE OF AGENCY REPRESENTATIVE <i>James E. Dagwell</i>	E. TITLE <b>JAMES E. DAGWELL Documentation Management Branch Information Mgmt and Resources Div</b>
7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO. 10. ACTION TAKEN

**PUBLIC AFFAIRS (Table 190-1)  
(Applicable Air Force-wide)**

The purpose of this submission is to add new Rules 27, 28, and 29 to Table 190-1 to cover publications and newsclippings of the Newsclipping and Analysis Service, Research and Analysis Division, Office of the Administrative Assistant to the Secretary of the Air Force (SAF/AAR). Pursuant to DOD Directive 5160.52 of March 18, 1965, SAF/AAR provides news clipping, analysis, and reference services for all components of the Department of Defense and carries out special research for the White House, National Security Council, Department of State, and other Government agencies or advisory boards and commissions. In carrying out this function, SAF/AAR maintains a voluminous collection of news clippings and also maintains and distributes related publications, most of which are compilations of selected news clippings. The National Archives and Records Service has requested that Air Force propose SAF/AAR publications for permanent retention by NARS and the news clipping collection for disposal in accordance with the provisions of this proposed schedule. These SAF/AAR publications have a volume of 175 cu. ft. and are accumulating at the annual rate of 10 cu. ft. (These are approximate volumes)

3 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>We would like to offer to National Archives those publications published before 1982 in 10-year blocks when most recent publications in the block are 30 years old. NARS was informally queried a few years ago to see if they wanted these publications. At that time, NARS considered these publications non-record and was not interested in accessioning. Consequently, we did not preserve a record set for some years. We will offer the record sets available. For those publications published after 1981, we will offer to National Archives in 10-year blocks when the most recent publications in the block are 5 years old. We need the older publications for long term reference. We will make a record set of the 1982 forward publications for National Archives and retain a reference set within the Air Force.</p>		

TABLE 190-1 (Continued)

R U L E	A	B	C	D
	If documents are or pertain to	consisting of	which are	then
25	news media visitor documentation	messages and other correspondence, guests lists, invitations, schedules, results of visit, etc.	maintained for program management and analyses, to develop new techniques and arrangements for conducting visits, etc	destroy routine materials after 1 year; destroy after-action reports, summaries, clippings, and evaluation comments when purpose has been served.
26	exhibit case files	information on the development, acquisition, and use of AF exhibits for public display	at AF Orientation Group	destroy when exhibit is refurbished or retired, or when no longer needed for reference, whichever is later.
27 *	publications of the Newsclipping and Analysis Service	publications such as Current News, Supplemental Clips, Equal Opportunity Current News, Radio-TV Defense Dialog, Selected Statements, Foreign Media Edition of Current News, and Friday Review of Defense Literature.	at SAF/AAR	retire as permanent (note).
28 *	news clipping collection	news clippings (in reproduced or original form) that are taken from newspapers, periodicals, and the wire services and that are arranged by subject, nation, or name of person, whichever is appropriate		dispose of paper copy when no longer needed by donating to the Library of Congress.
29 *				dispose of microfilm copy when no longer needed by transferring it as nonrecord, reference material to the NARS Military Archives Division.

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**Note:** Offer publications dated before 1982 to National Archives in 10-year blocks when the most recent publications are 30 years old. Offer publications dated 1982 and later to National Archives in 10-year blocks when the most recent publications are "5 years old.