

**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the disposal request including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10.	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 Date	<u>S Robert M. Klarner</u> 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<sup>rd</sup> 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 <b>17 JUN 1982</b>	D. SIGNATURE OF AGENCY REPRESENTATIVE 	E. TITLE <b>JAMES E. DAGWELL Documentation Management Branch Information Mgmt and Resources Div</b>
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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 align="center"><b>PUBLIC AFFAIRS (Table 190-1)</b> <b>(Applicable Air Force-wide)</b></p> <p>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)</p>		<b>3 items</b>

**Request for Records Disposition Authority - Continuation**

JOB NO.

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	<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>		