

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

|   |                              |   |
|---|------------------------------|---|
| TO: GENERAL SERVICES ADMINISTRATION,<br>NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408 |                              | LEAVE BLANK<br>JOB NO.<br><br>NC1-AFU-82-57   |
| 1. FROM (AGENCY OR ESTABLISHMENT)<br>DEPARTMENT OF THE AIR FORCE                                    |                              | DATE RECEIVED<br>June 23, 1982  |
| 2. MAJOR SUBDIVISION<br>Directorate of Administration HQ USAF                                       |                              | NOTIFICATION TO AGENCY<br><br>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the disposal request including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10. |
| 3. MINOR SUBDIVISION<br>Documentation Management  |                              |   |
| 4. NAME OF PERSON WITH WHOM TO CONFER<br><br>Mrs. Grace T. Rowe                                     | 5. TEL. EXT.<br><br>694-3527 | 7-8-82 <u>Robert M. Kozlowski</u><br>Date 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 32 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<br>17 JUN 1982 | D. SIGNATURE OF AGENCY REPRESENTATIVE<br> | E. TITLE<br>JAMES E. DAGWELL<br>Documentation Management Branch<br>Information Mgmt and Resources Div |
|------------------------|---|---|

| 7. ITEM NO. | 8. DESCRIPTION OF ITEM<br>(With Inclusive Dates or Retention Periods)   | 9. SAMPLE OR JOB NO. | 10. ACTION TAKEN |
|-------------|---|----------------------|------------------|
|             | <p align="center"><b>PUBLIC AFFAIRS (Table 190-1)</b><br/>(Applicable Air Force-wide)</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> |                      | 3 items          |

**Request for Records Disposition Authority - Continuation**

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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> |                            |                     |

**TABLE 190-1 (Continued)**

| R<br>U<br>L<br>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<br>*          | 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<br>*          | 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<br>*          |   |  |   | 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.