

Wallace

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

LEAVE BLANK	
JOB NO.	
NCL-AFU-83-3	
DATE RECEIVED	
10-05-82	
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10.	
3/13/84 Date	<i>[Signature]</i> 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 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 30 SEP 1982	D. SIGNATURE OF AGENCY REPRESENTATIVE <i>James E. Dagwell</i>	E. NAME JAMES E. DAGWELL Chief, Documentation Management Directorate of Administration
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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>MILITARY AND CIVILIAN PERSONNEL (Table 30-1) (Applicable Air Force-wide)</p> <p>This purpose of this submission is to have rule 4 ^{ap} ap for appropriate disposition retention. This rule covers records of symposia, conferences, exhibits, scientific and technical conventions conducted or sponsored by the Air Force. These meetings may be national or international in scope and include Air Force senior personnel as well as federal or non-federal attendees. These meetings, conferences, etc., concern major issues facing the Air Force or other participating agencies and subjects that significantly affect the substantive functions of the Air Force.</p> <p>The files are maintained by subject, by conference, meeting, etc., and are filed chronologically therein. We are unable to give volume on hand. There are approximately 11 cubic feet in federal record centers. We are unable to estimate annual accumulation, however, we believe the volume is small.</p> <p>The records may be offered to National Archives in 5-year blocks when the latest document is 25 years old. Mass declassification sheet required. Copy of job sent to agency and to NNM by RAW on 3-15-84.</p>	<p>records scheduled NN-170-33</p>	<p>1 item</p>

115-107
All FRC's sent 4-6-84 by DMW per NCD 84-76.

30. Personnel. Tables in this series cover documentation affecting both military and civilian personnel, except that the Personnel Data System-Military is included. See tables in the 35-series for military personnel, the 40-series for civilian personnel, and the 45-series for Reserve Forces records.

[Job amended by R. Wire per G. Rowe, 2-13 and 2-23-84]

TABLE 30-1				
MILITARY AND CIVILIAN PERSONNEL				
R U L E	A	B	C	D
	If documents are or pertain to	consisting of	which are	then
1	Confidential Statement of Affiliations and Financial Interests	statements filed under AFR 30-30	reviewed by appropriate Standards of Conduct Counselor	destroy 2 years after separation of employee or 2 years after employee leaves the position for which the statement is required.
1.1	report of Department of Defense and Defense related employment	reports filed in accordance with AFR 30-14	at AFAFC/RPD	destroy after 3 years.
2	requests for approval to attend technical, scientific or professional meetings	requests and related correspondence	approved requests at approving headquarters and/or orders-issuing office	destroy after 1 year.
3			disapproved requests, or approved requests at activities other than in rule 2	destroy after 3 months.
4	records of symposia, conferences, exhibits, scientific and technical conventions conducted or sponsored by AF	minutes, agendas and related records accumulated by sponsoring OPR of AF-conducted symposia/conferences	national/international in scope and/or include non-DoD activities for purpose of specific functional areas	retire as permanent dispose of (note 1) with related functional subject matter files of the activity or office.
5		control records, correspondence concerning conduct of events which do not document an achievement or have continuing reference value		destroy after 1 year or when purpose has been served, whichever is sooner.
6	off-duty employment requests/applications	documents and related correspondence pertaining to requests for approval of off-duty employment	approved	destroy on termination of employment, when superseded by a new request, or on reassignment or separation of individual concerned.
7			disapproved	destroy after 1 year, or on reassignment or separation of individual concerned.

N/C

10-47

Item 1

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N/C

AFM 12-50 (220)

[Air Force has agreed to withdraw permanently any records under Table 30-1, Rule 4 currently stored in Federal records centers. R. Wire per G. Rowe, 2-23-84.]