

wallace

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

5 TEL EXT

Mrs. Grace T. Rowe

694-3527

LEAVE BLANK

JOB NO

NCI-AFU-83-31

DATE RECEIVED

11/10/82

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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10

1-4-83

Date

Robert W. ...

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 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 29 OCT 1982	D SIGNATURE OF AGENCY REPRESENTATIVE <i>James E. Dagwell</i>	E TITLE JAMES E. DAGWELL Chief, Documentation Management Directorate of Administration
7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 SAMPLE OR JOB NO ACTION TAKEN
1	<p style="text-align: center;">RECORD SETS OF PUBLICATIONS (Table 5-1) (Applicable Air Force-wide)</p> <p>The purpose of this submission is to establish rule 27 to cover the annual inventory of master or functional publication libraries and rule 28 to cover the spot checks of publication libraries and sets.</p> <p>Reference rule 27. At least once a calendar year, master and functional libraries are inventoried to make sure the library material is current and complete. The inventory verifies that current edition of each publication is on file, or on order; changes have been received and posted or are on order; obsolete publications have been removed from file and new publications that have been printed since the last index, and are required, are either on hand or on order. A record is made of the inventory date, the names of personnel conducting the inventory, discrepancies and action taken. This record may be destroyed upon completion of the next inventory.</p> <p>Reference rule 28. A spot check of publications in master or functional libraries is made at least once a year to make sure publications are current, or on order</p> <p><i>NO mass data change sheet required. Copy sent to ANA by PAU on 1/5/83.</i></p>	<p>NCI-AFU-77-44 NN-170-33</p> <p style="text-align: right;"><i>2 items</i></p>

Copy to agency, 1-27-83; 820.

Request for Records Disposition Authority-- Continuation		JOB NO	PAGE OF 2 3
7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
	and are properly maintained. A record is made of the check, names of personnel who conducted the check, dates, discrepancies and corrective action taken. The spot check record may be destroyed upon completion of the next spot check.		

TABLE 5-1, Records Sets of Publications

R U L E	A	B	C	D
	If documents are or pertain to	consisting of	which are	then
27 *	master and functional publication libraries	inventory record	used to record date, discrepancies, correc- tive action and individ- ual conducting inventory or spot check	destroyed upon completion of the next inventory.
28 *		spot check record		destroy upon completion of the next spot check.