

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

Wallace

LEAVE BLANK	
JOB NO. NCI-AFU-83-40	
DATE RECEIVED 12/8/82	
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10.	
6-17-83 Date	<i>Robert H. Wang</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 4 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 6 DEC 1982	D. SIGNATURE OF AGENCY REPRESENTATIVE <i>James E. Dagwell</i>	E. TITLE 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 align="center">DISASTER PREPAREDNESS RECORDS (Table 355-1) (Applicable Air Force-wide)</p> <p>The purpose of this submission is to change the disposition in rules 3, 8, 23, 28, and 29.</p> <p><u>Reference rule 3.</u> Documentation governed by this rule may be destroyed after 30 years. This coincides with the retention period in table 122-3, rule 3 (NARS Job # NN-170-33) on nuclear accidents. The Inspector General (IG) and the HQ USAF Disaster Preparedness Office must work together on these accident reports. The USAF office is working with the IG now on some problems that occurred in the 1960s.</p> <p><u>Reference rule 8.</u> The disposition may be changed to destroy after 5 years. All administrative requirements will be met during the 5-year period.</p> <p><u>Reference rule 23.</u> These records pertain to assistance provided by the Air Force to civil agencies during a disaster. For instance, Air Force assistance provided to the Mississippi coast cities during Hurricane Camille and the assistance given as a result of the recent storm in</p> <p><i>Mass data change sheet required. Copy of job sent to ANNM by RAW, 6/22/83.</i></p>	1N-170-33	

4 items

115-107

STANDARD FORM 115
Revised April, 1975
Prescribed by General Services Administration
FPMR (41 CFR) 101-11.4

All FRC's & Agency sent 6-30-83 by DMW.

Request for Records Disposition Authority - Continuation

JOB NO.

PAGE OF

2

4

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	<p>Hawaii, etc. The Air Force Reserve does not require these records after 2 years.</p> <p><u>Reference rules 28 and 29.</u> The plans are made at all levels from the commands to the geographically separated units. The commands usually issue policies and procedures and prepare annexes or supplements to the war plans. The disaster preparedness plans are unclassified, general, defensive in nature and tailored to a base or unit. They are updated as required, usually completely revised at least every 3 years. They are not used for trend analysis. What went on before is obsolete and no longer needed. The portions that are still applicable are picked up in the revised plan. The plans are similar to civil defense plans and have no long term interest once they are superseded. We see no significance in retaining these plans on a permanent basis. The plans described in tables 27-1 (NARS Job #NC1-AFU-80-48) and 28-1 (NARS Job # NC1-AFU-79-24) are actually the emergency planning records for the Air Force and fall under GRS18 item 28a.</p> <p>We have approximately 134 major installations and over 2,000 minor units/installations which prepare disaster plans. To maintain a record copy of each plan issuance would be space prohibitive. Furthermore, we do not believe they are of significant interest to retire as permanent records.</p>		

115-203

Four copies, including original, to be submitted to the National Archives

STANDARD FORM 115-A
Revised July 1974
Prescribed by General Services
Administration
FPMR (41 CFR) 101-11.4

TABLE 355-1, Disaster Preparedness Records

R U L E	A	B	C	D
	If documents are or pertain to	consisting of	which are	then
3	accidents involving nuclear/biological/chemical (NBC) materials or components	USAF accident reports with pertinent attachments, documents, and related papers used in reporting accidents under AFR 355-1.	at HQ USAF	*destroy after 30 years.
8	natural disasters	reports, messages and other data describing situation accomplishments and results, loss of personnel, equipment, materiel ; aircraft and related cost expenditure data.	at AFRES	*destroy after 5 years.
23	military support to civil agencies	reports, messages and related documents	at AFRES and originating agencies	* destroy after 2 years.
24			*RESERVED	
28	plans	concepts, policy and guidance on disaster preparedness planning and operations including operations plans or other planning directives and associated reports		*destroy when obsolete or superseded,

TABLE 355-1 (Continued)

R U L E	A	B	C	D
	If documents are or pertain to	consisting of	which are	then
29		plans established to supplement the parent command document, details local area policies and concepts necessary for response in emergencies or disasters.		*destroy when obsolete or superseded.