

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

Wallace

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JOB NO. NCI-AFU-83-72	
DATE RECEIVED 2/17/83	
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10.	
4-20-83 <i>Date</i>	<i>Robert M. Ware</i> <i>Archivist of the United States</i>

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
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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 9 FEB 1983	D. SIGNATURE OF AGENCY REPRESENTATIVE <i>Mark H. Coon</i>	E. TITLE MARK H. COON, Major, USAF Acting Chief, Documentation Mgmt 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">SANITATION AND CUSTODIAL SERVICE RECORDS (Table 91-5) (Applicable Air Force-wide)</p> <p>Table 91-5 is being updated. Rules 1 and 2 are combined. The HQ USAF Office in rule 1 col C is now the Air Force Civil Engineering and Services Center (AFESC) at Tyndall Air Force Base, Florida. The disposition for the rule 1 is changed from 3 years to destroy after 1 year or when no longer needed, whichever is later. Some of the records can be destroyed after 1 year, others need to be held for administrative reference needs. Some contract services are amended and are required longer. Sometimes there are court cases pending that require the records to be held longer. Some of the records are needed for study and trend analysis. The disposition in rule 3 has been modified to add "or when no longer needed, whichever is later". Part of these records can be destroyed after 2 years. Some are also needed for contract service amendment justifications, as background for court cases and for trend analysis purposes.</p> <p>Rule 5.1 is added to cover contract service or consultant records. Depending on the circumstances, these records may be destroyed after 1 year. Some are required for</p>	NN-173-118	4 items

Copies to agency & NNM, 4-22-83; 88.

Request for Records Disposition Authority—Continuation

JOB NO.

PAGE OF

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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>reference until service contract is ended, consultants no longer are employed or the records are no longer needed for administrative reference.</p> <p>These records will not be placed in the federal records center system.</p> <p>Rule 7-14 have been picked up in table 91-12. See NARS Job No. NC1-AFU-82-9.</p>		

TABLE 91-5

SANITATION AND CUSTODIAL SERVICES

R U L E	A If documents are or pertain to	B consisting of	C which are at	D then	
1	janitorial and custodial services	reports of cost, manning, and scope of services provided, with justifications for contract services and related correspondence, excluding procurement contract files		*destroy after 1 year or when no longer needed, whichever is later.	
2					
2			*RESERVED		
3	garbage and refuse collection services	reports of cost, manning, daily workload logs, and contractual service documents; records relating to services performed by base personnel, contractual services and correspondence relating to above, excluding procurement contract files		*destroy after 2 years or when no longer needed, whichever is later.	
4			records relating to services performed by base personnel		MAJCOMs and below
5			records relating to contractual services performed		

5.1 contract service or consultant records

AFESC and below

destroy after 1 year or when no longer needed, whichever is later.

Note: The records in this table are not authorized to be retired to federal records centers.

10-309

AFM 12-50 (21)