

Wallace

NWML

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

LEAVE BLANK	
JOB NO NCI-AFU-83-86	
DATE RECEIVED 3/22/83	
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the disposal request including amendments is approved except for items that may be stamped 'disposal not approved' or 'withdrawn' in column 10	
<i>Jan 25 84</i> Date	<i>Robert M. Wallace</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

5 TEL EXT

Mr. R. P. Dwyer

694-3494

6 CERTIFICATE OF AGENCY REPRESENTATIVE

(Jan. 25, 1984)

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 16 MAR 1983	D SIGNATURE OF AGENCY REPRESENTATIVE <i>Mark H. Cook</i>	E TITLE MARK H. COOK, 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
	PUBLIC AFFAIRS (Table 190-1) (Applicable Air Force-wide)		
1	Rule 4, Column C is changed to include those individuals that separate from the Air Force as well as those who transfer to another government agency.	NN-170-33	
2	Rule 6, Column C is changed to specify where these permanent biographies are prepared and maintained, and what individuals are covered. Two explanatory notes are added. Biographies are filed alphabetically. Volume on hand including those at WNRC is two cubic feet, dated from 1945-1981. Annual accumulation is one inch. See sample biography attached.	NN-170-33 NCI-AFU-80-8 (Withdrawn Item)	
3	Rule 7.1, Column C is changed to include Rule 8 biographies and also cover active as well as retired general officers. The disposition reflects the current dispositions of the now combined two rules.	NCI-AFU-78-17	
4	Rule 8 is deleted, as its biographies are now covered in Rule 7.1.	NN-170-33	
5	Rule 9, Column C is changed, due to deletion of Rule 8. Column D is changed, as there are instances when these	NN-170-33	

115-107
Mass data change sheet required. Copy of job sent to agency and NNM on 1-27-84 by R.A.W. Copy of job sent to all FROs on 2-9-84 per NCD84-53.

5 items

Request for Records Disposition Authority - Continuation		JOB NO	PAGE OF
7. ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10. ACTION TAKEN
	biographies may need to be kept longer than 5 years.		
6	Rule 27, Column D is changed to show that current "note" is now "note 4".	NC1-AFU-82-57	
7	Note 1 is added to describe appointed officials in Rule 6.		
8	Note 2 is added to state when Rule 6 biographies are offered to the National Archives.		
9	Note 3 is added to assure that Rule 9 biographies are not retired to a federal records center.		
10	Note 4 is the current NOTE.		

TABLE 190-1

PUBLIC AFFAIRS

R U L E	A If documents are or pertain to	B consisting of	C which are	D then
Item 1 4	biographical files	biographical sketches, photographs, news clippings, and related correspondence reflecting on the careers of AF members (military and civilian) who have performed outstanding services for the Air Force	*for civilians who transfer to another government agency or separate from the AF (except for those covered by rule 6)	destroy on separation of individual from the AF.
Item 2 6			*at HQ AFSINC for retired general officers and appointed officials (note 1)	*retire as permanent (note 2).
Item 3 7.1			*at MAJCOMS and below for active duty and retired general officers	*destroy when no longer needed.
8			(RESERVED)	
Item 4 9			*all files other than rules 3 thru 7.1	*destroy 5 years after separation of individual from the AF, or when no longer needed (note 3).
Item 5 27	publications of the Newsclipping and Analysis Service	no change	no change	*retire as permanent (note 4).
<p>NOTES: 1. Appointed officials consist of the Secretary of the AF, the Under Secretaries and the Chief Scientist. Biographies date from 1979. [Amended by R. W. Rowe per G. Rowe, 12-29-83]</p>				

[Note for NCD official copy only: HQ AFSINC is the Headquarters Air Force Service Information and News Center located at Kelly AFB, Texas. RAW per G. Rowe, 4/15/83]

TABLE 190-1 (Continued)				
R U L E	A	B	C	D
	If documents are or pertain to	consisting of	which are	then
	<p>NOTES: 2. Offer to the National Archives in 10-year blocks when the latest document is 25 years old.</p> <p>3. These documents are not authorized for retirement to federal records centers.</p> <p>4. 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.</p>			