

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

Wallace
OK VAW 12-15-83

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

LEAVE BLANK	
JOB NO NCI-AFU-84-14	
DATE RECEIVED 12/15/83	
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the disposal request including amendments, is approved except for items that may be stamped 'disposal not approved' or 'withdrawn' in column 10	
6-15-84 Date	<i>[Signature]</i> 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 6 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 13 DEC 1983	D SIGNATURE OF AGENCY REPRESENTATIVE <i>Grace T Rowe</i>	E TITLE GRACE T. ROWE Documentation Management Br
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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
	FIRE PROTECTION (Table 92-1) (Applicable Air Force-wide)		
1	This submission updates the table. <u>Rule 1</u> , column B is expanded to include training schedules.		
2	<u>Rule 2</u> , present rule 2 is deleted since on-the-job training is covered in table 50-2, rule 28. The new rule covers reports of proficiency training and supporting records. They are prepared for each training period, at least once a day. They are needed for administrative reference and may be destroyed after 1 year.	NN 170-33 NCI-AFU-82-27	
3	<u>Rule 3</u> covers training charts, AF Form 1320. The training chart is a continuous record posted on the wall under glass and serves as an on going record to show status of training of the firefighters. It is updated to allow supervisors to quickly check the status of the training of their personnel. It is updated by erasing or taping over.		
4	<u>Rule 3.1</u> covers individual proficiency certification/ evaluation records. They are forwarded with consolidated		

18 items

115-107
Mass data change sheet attached to NCD transmitted to be sent to all FRC's along with copy of the job. Copy of job sent to agency and to NNB, NNI, NNS, and NNA by TAW on 6-19-84.

NICW sent 7-17-84 by DMU.

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	training records to the military personnel records group which is managed by table 35-1, rules 1 and 1.1.		
5	<u>Rule 4</u> remains the same. <u>Rule 5</u> , column B is expanded to include inspection records, otherwise the rule remains the same. <u>Rules 6 and 7</u> remain the same.		
6	<u>Rule 8</u> is changed. The requirement to maintain AF Forms 1427, Consolidated Real Property and Material Fire Report, and AF Form 1529, Aircraft Missile Fire and Records Journal was deleted from the prescribing directive, AFR 92-1, Fire Protection Program, when the regulation was revised 1 November 1981. Since that date, no further entries to the fire journal have been made. The data that made up the fire journal record was extracted from AF Form 278, Fire Incident Report. The AF Form 278 is maintained for two calendar years after the reporting year, except those records that involve legal action. Those are maintained for two years and destroyed after the case is settled (rule 14 and note 1). Since the incident data will be available on the AF Form 278, and there is no need to retain fire journals. Retention period for rule 8 column D should be changed to: destroy 2 years after date of last entry.		
7	<u>Rule 9</u> . "Note 1" is added to column D. These records would be required if an accident is involved resulting in legal action. They can be destroyed after the case is settled.		
8	<u>Rule 10</u> remains the same. <u>Rule 10.1</u> is added to cover voice recorder tapes pertaining to fires. These are temporary records and may be erased after 15 days except those involved in incident reports, investigations or legal actions must be retained until the case is settled. Then the tapes may be destroyed.		
9	<u>Rule 11</u> remains the same, however, it should be appraised for permanent retention. The summary is a statistical recapitulation of the total annual fire loss experience. It is a special collection of information on fire losses (including dollar values) within the Air Force and as such has historical significance. It shows losses and trends. It may be used as rationale for changes in fire protection policies, to access the program and identify where improvements can be made. Researchers will find this collection interesting and informative. The master copy is kept at the Air Force Engineering and Services		

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	Center, Tyndall Air Force Base, Florida. It is filed chronologically. The volume is approximately 2 cubic feet dating back to 1947. The annual accumulation is 16 sheets of 8 1/2" x 11" paper. The summaries may be offered to National Archives in 10 year blocks when the latest documents in the block are 20 years old.		
10	Rule 12 remains the same. Disposition in rule 13 may be changed to destroy after 1 year. Rule 13.1 is new and covers activity reports. They may be destroyed 2 years after reporting year.		
11	Rule 14 disposition has been changed slightly to "destroy 2 calendar years after reporting year (note 1)".		
12	Present rules 15-18 are deleted. The fire protection badges are patches which are issued to appropriate personnel just as clothing is issued. The patches are not turned in and detailed records are no longer kept on these as before. New rule 15 covers reciprocal agreements on mutual aid and joint use civil airport operations. Local fire departments help Air Force and Air Force helps them. These agreements may be destroyed when the agreement is superseded or terminated.		

TABLE 92-1

FIRE PROTECTION

R U L E	A	B	C	D
	If documents are or pertain to	consisting of	which are	then
1	fire department training	*training standards, objectives, methods of operation, and schedules		destroy when superseded or obsolete.
2 *		reports of proficiency training and supporting records		destroy after 1 year.
3 *		charts indicating status of training of firefighters used to maintain training status		destroy when replaced, obsolete, or no longer needed. Destroying includes erasing or taping over.
3.1 *		individual proficiency certification/evaluation records		filed in consolidated training record
4	pre-fire planning	plans, maps, charts, drawings, and civil and military fire organization liaison agreements, with other data reflecting water source supply locations, hydrants, sprinklers and alarm systems, other fire fighting equipment, routes to follow, and data on the features of a building		destroy when superseded or obsolete.
5	fire protection equipment	*standards, specifications, photos, research and development evaluations, programming and procurement data, inspection records, and other informational data		destroy when obsolete or no longer needed.

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TABLE: 92-1 (Continued)

R U L E	A	B	C	D
	If documents are or pertain to	consisting of	which are	then
6	fire protection inspections and tests	checklists and similar forms used in conducting real property inspections, including inspection and tests of installed systems of fire extinguishing, alarm, and detection equipment, portable fire extinguishers, etc.		destroy 1 year after reporting year, or when superseded by follow-on report (provided all spaces thereon are filled), whichever is applicable.
7		reports of fire hazards and/or deficiencies		destroy when hazard or deficiency is corrected or 2 years after reporting year, whichever is later (also see table 88-2).
8	daily fire activities	the fire journal		*destroy 2 years after date of last entry.
9		daily fire log, and comparable fire activities data		*destroy after 2 years. (Note 1)
10		* source or feeder-type reports that support records in rules 8, 9 and 14		*destroy after 1 year, or when purpose has been served, whichever is sooner. (Note 1)
10.1 *		voice recorder tapes	at fire departments	erase after 15 days. (exception: retain tapes involved in incident reports, investigations, or legal actions until case is settled; and then erase).

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TABLE 92-1 (Continued)

R U L E	A If documents are or pertain to	B consisting of	C which are	D then
11	fire protection statistical summary	records of statistical re- capitulations of the total annual fire loss experience	* at AFESC	retire a master copy of the annual statistical summary as permanent. (Note 2)
12			at MAJCOMs and below	destroy after 2 years.
13		feeder reports to the annual statistical summary		destroy after 1 year .
13.1 *		activity report		destroy 2 years after reporting year.
14	fire incident and res- cue reports	individual and consolidated reports and related data (hard copy recrcds)		*destroy 2 calendar years after reporting year (Note 1).
15 *	reciprocal agreements	mutual aid, and joint use civil airport operations agreements		destroy when agreement is super- seded or terminated.
<p>NOTES:</p> <p>*1. Retain records on accidents resulting in legal action until case is settled, then destroy.</p> <p>*2. Offer to National Archives in 10 year blocks when the latest document in the block is 20 years old.</p>				

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