

**REQUEST FOR RECORDS DISPOSITION AUTHORITY**  
(See Instructions on reverse)

LEAVE BLANK	
JOB NO. <b>NCI-AFU-84-36</b>	
DATE RECEIVED <b>6/14/84</b>	
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10.	
Date <i>Jan 23 85</i>	Archivist of the United States <i>[Signature]</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

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 <b>6 JUN 1984</b>	D. SIGNATURE OF AGENCY REPRESENTATIVE <i>Grace T. Rowe</i>	E. TITLE GRACE T. ROWE Documentation Mgt Branch
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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
	DISASTER PREPAREDNESS (Table 355-1) (Applicable Air Force-wide)		
<i>1</i>	Rule 1. Mark RESERVED. Civilian emergency-essential positions have been moved to table 40-8, rule 12. Disaster preparedness offices are no longer required to be concerned with emergency-essential position designations.	NCI-AFU-84-68	
<i>2</i>	Rule 2. Change column A to read "nuclear/ biological/ chemical (NBC) convention <sup>at</sup> attack, warning and reporting, detection, decontamination, damage assessment, and related activities". The revised wording is more descriptive of the type documents governed by this rule.	NN-170-33	
<i>3</i>	Rules 11, 12 and 13. Mark RESERVED. Disaster preparedness offices are no longer required to be concerned about emergency animal disease eradication. These rules have been moved to table 163-1.		
<i>4</i>	Rule 19. Change column D to read "destroy when superseded or no longer needed." Current rule will force destruction of information that may be needed to support answers on shelter conditions before its		

*NO mass data change sheet required. Copy of job sent to agency and to NNM by RAW on 11-24-85.*

*9 items*

## 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
	administrative use has ended.		
3	<p><u>Rule 19.1.</u> New rule that covers documents which are or pertain to protective shelters, consisting of correspondence, messages and related documents relating to collective protection and contamination control areas which are at MAJCOMs and below. Disposition recommended is "destroy when superseded or no longer needed." This will better align the retention requirements for protective shelter documents with the disaster preparedness requirements.</p>		
4	<p><u>Rule 20.1.</u> New rule that pertains to protective shelters, consisting of reports, correspondence, messages concerning operations at shelters, to include Fallout Time History Charts, Explosive Control Data, and shelter activity logs, which are at installation preparedness and base civil engineer offices. Disposition is to "destroy when superseded or installation is inactivated, <sup>whichever is sooner,</sup> Justification for rule 19.1 applies.</p>		
7	<p><u>Rule 27.</u> Change column D to read "destroy when superseded or no longer needed." Organizations are required to keep assistance agreements more than 1 year or their files will be incomplete. The agreements must be kept at least until the agreements are superseded.</p>		
8	<p><u>Rule 36.</u> Change Column D to read "destroy when no longer needed." Rationale is that to destroy completed forms may eliminate historical training data needed for trend analysis or reporting.</p>		
9	<p><u>Rule 36.1.</u> Add rule to cover individual training records, which are on individuals removed from specialized teams but remain on station. The inactive forms are forwarded to the Disaster Preparedness Officer/Noncommissioned Officer (NCO) or the training NCO, where they are destroyed when the individual separates from the station.</p>		
10	<p><u>Rule 39.</u> New rule added to cover staff assistance visits, consisting of reports and related correspondence which are at MAJCOMs and below. These visit reports may be destroyed when obsolete or superseded.</p>		

TABLE 355-1 Disaster Preparedness

R U L E	A	B	C	D
	If documents are or pertain to	consisting of	which are	then
*1	Reserved			
*2	nuclear/biological/ chemical (N/B) convention attack, warning and reporting, detection, decontam- ination, damage assess- ment, and related activities			see table 55-6, rules 1, 2 and 3
*11- 13	Reserved			

Item  
1

TABLE 355-1

R U L E	A  If documents are or pertain to	B  consisting of	C  which are	D  then
* 19 <i>Item 2</i>	protective shelters	correspondence, messages and related documents pertaining to marking, stocking, and inspecting		*destroy when superseded or no longer needed.
* 19.1 <i>Item 3</i>		correspondence, messages, and related documents pertaining to collective protection and contamination control areas	at MAJCOMs and below	
* 20.1 <i>Item 4</i>	////////////////////	reports, correspondence, messages, pertaining to operations at shelters, to include Fallout Time History Charts, Explosive Control Data and shelter activity logs	at installation disaster preparedness and base civil engineer offices	destroy when superseded or unit installation is inactivated, <i>whichever is sooner.</i>
* 21 <i>Item 5</i>	disaster support group and disaster response force	correspondence, messages and related documents	at MAJCOMs and below	destroy <sup>when</sup> <del>after they are</del> no longer needed <del>if not required to</del> support <del>of</del> other rules in this table
* 27 <i>Item 6</i>	assistance agreements	formal agreements to which 2 or more agencies are signatories	information or review copies	*destroy when superseded or no longer needed.

TABLE 355-1 Disaster Preparedness

R U L E	A  If documents are or pertain to	B  consisting of	C  which are	D  then
Item 7 36	disaster preparedness training	individual training records	completely filled in	*destroy when no longer needed.
Item 8 36.		<del>individual</del> training records on individuals removed from specialized teams but remain <sup>ing</sup> on station	inactive forms forwarded to Disaster Preparedness Officer/Noncommissioned Officer (NCO) or training NCO	destroy when individual separates from the station
* Item 9 39	staff assistance visits	reports and related correspondence	at MAJCOMs and below	destroy when obsolete or superseded.

[Job amended by R. Wire per G. Rowe, 1-14-85]