

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

LEAVE BLANK
JOB NO. NCI-AFU-84-38
DATE RECEIVED 6/25/84
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10.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>Aug 27 84</i> <i>Robert K. [Signature]</i> Date 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
Records Management Branch

4. NAME OF PERSON WITH WHOM TO CONFER
Ms L. S. Sienuta

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 2 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 21 JUN 1984	D. SIGNATURE OF AGENCY REPRESENTATIVE <i>Grace T. Rowe</i>	E. TITLE GRACE T. ROWE Records Management Branch
-------------------------------	---	--

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">MISSILE SYSTEM RECORDS (Table 60-4)</p> <p>Rule 6: Request disposal authority for rule 6 be changed to:</p> <p align="center">destroy after 1 year or when no longer needed, whichever is later.</p> <p>The above disposal authority will replace the instruction in AFR 12-50, Vol II: "Retain. Disposal suspended pending revision of approved disposition authority." It will also supersede the prior approved disposal authority, NCI-AFU-82-74, that provided for destruction after 6 months.</p> <p>The Missile Crew Log, AF Form 524, covered by rule 6, is used by missile crews during a tour of duty to record accountability of missile critical components and to log events or information deemed appropriate. The proposed retention period is considered adequate for the effective management of the overall operations of the launch facilities and to respond to public queries.</p> <p>In January 1984, the total on-hand volume of the Log approximated 16 cubic feet. The annual accumulation has also approximated 16 cubic feet.</p>	<p>Ltr, NARS to AF/DAQD, 8 Feb 84</p> <p>Ltr, NARS to AF/DAQD, 31 Oct 83</p> <p>NCI-AFU-82-74, 28 Oct 82</p> <p>NCI-AFU-84-18 (Withdrawn)</p>	<p align="center">1 item</p>

No main data change sheet required. Copy of job sent to agency by RAW on 8-28-84.

TABLE 60-4

MISSILE SYSTEM RECORDS

R U L E	A	B	C	D
	If the documents are or pertain to	consisting of	which are	then
6	Missile Crew Log	completed crew logs		* destroy after 1 year or when no longer needed, whichever is later.