

| | | | |
|---|-----------------------------------|---|---------------------------------|
| REQUEST FOR RECORDS DISPOSITION AUTHORITY <i>(See Instructions on reverse)</i> | | LEAVE BLANK | |
| TO GENERAL SERVICES ADMINISTRATION NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408 | | JOB NO. <i>NLI-AFU-85-10</i> | DATE RECEIVED <i>3-20-85</i> |
| 1 FROM (Agency or establishment) DEPARTMENT OF THE AIR FORCE | | NOTIFICATION TO AGENCY | |
| 2 MAJOR SUBDIVISION Directorate of Administration, HQ USAF | | In accordance with the provisions of 44 USC 3303 the disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10. If no records are proposed for disposal, the signature of the Archivist is not required. | |
| 3 MINOR SUBDIVISION Records Mgt Branch | | | |
| 4. NAME OF PERSON WITH WHOM TO CONFER Mr. R. P. Dwyer | 5. TELEPHONE EXT. 694-3494 | DATE | 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 4 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified; and that written concurrence from the General Accounting Office, if required under the provisions of Title B of the GAO Manual for Guidance of Federal Agencies, is attached.

A GAO concurrence. is attached, or is unnecessary.

| B. DATE | C. SIGNATURE OF AGENCY REPRESENTATIVE | D. TITLE |
|-------------|---------------------------------------|-------------------------------------|
| 15 MAR 1985 | <i>Inace T Rowe</i> | GRACE T. ROWE Records Mgt Branch |

| 7 ITEM NO | 8 DESCRIPTION OF ITEM <i>(With Inclusive Dates or Retention Periods)</i> | 9 GRS OR SUPERSEDED JOB CITATION | 10 ACTION TAKEN <i>(NARS USE ONLY)</i> |
|-----------|---|----------------------------------|---|
| | <p>CORRESPONDENCE, MESSAGES, AND PROJECT FILES (Table 10-1) (Applicable to HQ USAF Only)</p> <p>Rule 1 general correspondence (permanent) at HQ USAF applies only to Air Staff offices other than the Office of the Chief of Staff. Reason is that Secretary of the Air Force and Office of the Chief of Staff correspondence is not retired to WNRC under the Air Force Subjective Classification System. Instead, the correspondence is retired to WNRC using a numerical file system. A computer data base index is used to keep track of this correspondence, and a paper copy of the index applicable to the correspondence records retired is included in the records shipment to WNRC.</p> | | |
| 1 | Rule 1.1. Added to retire correspondence created/signed by Secretary of the Air Force and the Office of the Chief of Staff, and a reference index, as explained above. | | |
| 2 | Rule 1.2. Added to cover the computer data base index used to keep track of Rule 1.1 correspondence. These records are actually data abstracted from input/source documents (correspondence) and are not used as input to a file and not required to reconstruct a master file. Destroying these records when no longer needed suits Air Force needs. | GRS 20, Part II, Item 5 | |
| 3 | Note 7. Added for purpose explained in the note. | | |

115-106

*copies to agency
NARM, NARS, NCF
9-1-87 TRT*

TABLE 10-1

CORRESPONDENCE, MESSAGES, AND PROJECT FILES

| R U L E | A If documents are or pertain to | B consisting of | C which are | D then |
|--|--|--|---|---|
| 1 | general correspondence (permanent) | (no change) | (no change) | retire as permanent (note 1). |
| 1.1 * | | rule 1 Secretary of the Air Force and Office of the Chief of Staff correspon- dence filed numerically with reference index | at HQ USAF/DAE (Execu- tive Services Division) | |
| 1.2 * | | computer data base index | | *retire as Permanent destroy when no longer needed (note 7). Offer extracts to NARA when paper records are offered. |
| <p>NOTE: *7. Place paper copy of numerical index in first box of Rule 1.1 records when retired to WNRC.</p> <p><i>Pen and ink changes were made per approval of Grace Rowe on December 9, 1986.</i></p> <p><i>* For the past several months, we have tried to get AF to expedite transfer of these papers.</i></p> <p><i>* As of August 28, 1987, the Air Force has not decided on a date to transfer the computer data base ^{in six} tapes to NARA. However, when this is decided, this information will be added to this job. Otherwise, this job is completed.</i></p> <p style="text-align: right;"><i>Frederick St. Remell</i></p> <p style="text-align: right;"><i>Frederick St. Remell</i></p> | | | | |