

# NOTICE - SOME ITEMS SUPERSEDED OR OBSOLETE

Schedule Number: N1-AFU-03-017

Some items in this schedule are either obsolete or have been superseded by new NARA approved records schedules. This information is accurate as of: 09/23/2022

## ACTIVE ITEMS

These items, unless subsequently superseded, may be used by the agency to disposition records. It is the responsibility of the user to verify the items are still active.

N1-AFU-03-17 / 51/5/5: DD Form 2793, Volunteer Agreement for Appropriated Activities or Non-appropriated Fund Instrumentalities.

N1-AFU-03-17 / 51/5/6: DD Form 2793, Legal Assistance Records.

N1-AFU-03-17 / 51/5/7: Personal Legal Readiness Briefings Report at Bases.

## SUPERSEDED AND OBSOLETE ITEMS

The remaining items on this schedule may no longer be used to disposition records. They are superseded, obsolete, filing instructions, non-records, or were lined off and not approved at the time of scheduling. References to more recent schedules are provided as a courtesy. Some items listed here may have been previously annotated on the schedule itself.

N1-AFU-03-17 / 51/5/1 is superseded by DAA-2019-0007-0001.

N1-AFU-03-17 / 51/5/2 is superseded by DAA-2019-0007-0002.

N1-AFU-03-17 / 51/5/3 is superseded by DAA-2019-0007-0004..

N1-AFU-03-17 / 51/5/4 is superseded by DAA-2019-0007-0003.

<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b> (See Instructions on reverse)		HAVE BLANK (NARA use only) JOB NUMBER <b>NI-AFU-03-17</b>	
TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		DATE RECEIVED <b>7/28/03</b>	
1. FROM (Agency or establishment) DEPARTMENT OF THE AIR FORCE		NOTIFICATION TO AGENCY In accordance with the provisions of 44 U.S.C. 3303a the disposition request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	
2. MAJOR SUBDIVISION DIRECTORATE OF COMMUNICATIONS OPERATIONS		DATE <b>2-11-04</b> ARCHIVIST OF THE UNITED STATES <i>John W. Paul</i>	
3. MINOR SUBDIVISION FORCE AND INFORMATION MANAGEMENT DIVISION			
4. NAME OF PERSON WITH WHOM TO CONFER OLTHEA S. CROOM Air Force Records Officer	5. TELEPHONE (703) 588-6194		
6. AGENCY CERTIFICATION I hereby certify that I am authorized to act for this agency in matters pertaining to the disposition of its records and that the records proposed for disposal on the attached <u>2</u> 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, under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies, <input checked="" type="checkbox"/> is not required; <input type="checkbox"/> is attached; or <input type="checkbox"/> has been requested.			
DATE 22 JUL 03	SIGNATURE OF AGENCY REPRESENTATIVE <i>Olthea S. Croom</i> OLTHEA S. CROOM	TITLE AIR FORCE RECORDS OFFICER	

7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
⑧	<p>Electronic copies created on electronic mail and electronic input records (word processing, form filler software) will be deleted after recordkeeping copy has been produced and when no longer needed for reference, updating, revision, or dissemination.</p> <p>LEGAL ASSISTANCE          (TABLE 51-5)          (Applicable Air Force-Wide)</p> <p>This submission schedules the new Table 51-5 which identifies legal assistance records stored in the WebLIONS system to track and manage legal assistance provided by the Staff Judge Advocate. It describes the Air Force legal assistance, notary, power of attorney, volunteer agreements, and personal legal readiness.</p> <p><i>cc Agency, NR NWMLA</i></p>		

TABLE 51-5

## LEGAL ASSISTANCE

	A	B	C	D
ITEM #	If the records are or pertain to	consisting of	which are	Then
1	Dual Representation Letter			Destroy 1 year after date the client endorses the letter. AUTH:
2	Notary Logs of Military Notaries	Includes signers name, signature, type document, date, and location		Destroy last duty station 2 years after the military notary completes service. (See Notes 1,2 and 3) AUTH:
3	Notary Logs of Civilian Notaries			Dispose of in accordance with appropriate state law. (See Notes 4 and 5) AUTH:
4	Non-JA Notaries Appointment Letters at Geographically Separate Units	Appointment letters	GCM&SJA	Destroy 2 years after the end of the notary's assignment. AUTH:
5	DD Form 2793, Volunteer Agreement for Appropriated Activities or Nonappropriated Fund Instrumentalities	Volunteer services agreement and volunteer confidentiality agreement		Destroy 3 years after the volunteer relationship has terminated. AUTH:
6	DD Form 1175, Legal Assistance Record	Temporary record of legal assistance in the absence of WebLIONS		Destroy when information is entered in WebLIONS. AUTH:
7	Personal Legal Readiness Briefings Report at Bases	Report of percentage of personnel contacted and briefed on preparing personal and family legal affairs for deployment		Destroy after 3 years.  AUTH:

## NOTES:

1. Military notaries take their logs with them when they PCS
2. Non-JA military notaries provide the logs to the servicing base SJA.
3. On separation or retirement, military notaries leave the notary log at the last duty station.
4. Civilian notaries must follow the relevant state law regarding disposition of notary logs. If state is silent, civilian notaries moving to a new position or location in federal civil service take their notary logs with them.
5. ~~Retiring civilian employee notaries and those leaving government will leave their notary logs at their last office of employment.~~

*Change to read: "RETIRING CIVILIAN EMPLOYEE NOTARIES AND THOSE LEAVING GOVERNMENT WILL LEAVE THEIR NOTARY LOGS AT THEIR LAST OFFICE OF EMPLOYMENT. IF NO STATE LAW AUTHORIZES THE DISPOSITION OF THE LOGS OF THESE NOTARIES, THE DISPOSAL AUTHORITY IN RULE 2 WILL APPLY."*

*- See the attached 6 Nov 03 email, "Re: Question Regarding proposed Table 51-5, Legal Assistance"*

*CML  
6 Nov 03*