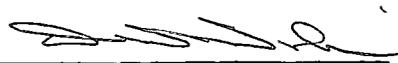


REQUEST FOR RECORDS DISPOSITION AUTHORITY <i>(See Instructions on reverse)</i>		LEAVE BLANK	
TO GENERAL SERVICES ADMINISTRATION NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408		JOB NO.	<i>NI-AFU-90-29</i>
1 FROM (Agency or establishment) Department of the Air Force		DATE RECEIVED	<i>2/23/90</i>
2. MAJOR SUBDIVISION Directorate of Information Management (SAF/AAIA)		NOTIFICATION TO AGENCY	
3. MINOR SUBDIVISION Records Management Policy Branch		In accordance with the provisions of 44 USC 3303a 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disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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.	
4. NAME OF PERSON WITH WHOM TO CONFER Mr. Jay N. Rivest	5. TELEPHONE EXT. 694-3431	DATE <i>3/1/90</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 _____ 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 8 of the GAO Manual for Guidance of Federal Agencies, is attached

A GAO concurrence is attached, or is unnecessary

B DATE 16 FEB 1990	C. SIGNATURE OF AGENCY REPRESENTATIVE <i>Grace T. Rowe</i> GRACE T. ROWE	D TITLE Chief, Records Mgt Policy Br Directorate of Information Mgt
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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	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN 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>
1	<p>Request you appraise our <u>Air Force Obsolete Publications</u> collection as <u>permanent</u> on a one-time basis.</p> <p>According to our normal records schedule (AFR 12-50, volume II, table 5-1, rules 1 and 6), we retire the record set of our regulations, manuals, supplements, staff digests, pamphlets, visual aids, periodicals and headquarters operating instructions for permanent retention. However, due to the decentralized nature of our recordkeeping system for these documents, accessions have been sparse.</p> <p>At its option, our master library has retained one copy of each obsolete publication for about the last 30 years. This collection exists in 105mm 24X microfiche, 16mm reels, 16mm cartridges, and 8-1/2"x11" bond paper. Index cards (5"x8") provide an index to the microfilm portion of the collection. Most of the paper-based collection is arranged in numerical order by publication number.</p>		

AIR FORCE OBSOLETE PUBLICATIONS COLLECTIONVOLUME

<u>TYPE OF DOCUMENT</u>	<u>QUANTITY</u>	<u>VOLUME</u>
Indexes:		
Index card stock, 5"x8":		
In Acme Visible Index (6 sections at 10-1/2"Hx20-1/2"Hx24"D; 12 dwrs each)		18 cu ft
Removed from visible files (59 dwrs)	83 lin in	2 cu ft
Card stock, loose, 8-1/2"x11"	7 shts	neg
Records:		
Cartridge, Microfilm, 16mm, 100'	432 crtrdgs	5 cu ft
Reel, Microfilm (Boxed), 16mm, 100'	190 boxes	2 cu ft
Microfiche, 105mm, 24X	97 lin in	2 cu ft
Paper, Bond, 8-1/2x11, loose	119 lin in	7 cu ft
Paper, Bond, 8-1/2x11, soft-bound	72 lin in	4 cu ft
Paper, Bond, 8-1/2x11, in three-post notebooks, 402 each:		
In notebooks (2-3/4" ea)	1122 lin in	70 cu ft
Removed from notebooks (1-1/2" ea)	612 lin in	33 cu ft

TOTALS (in rank order by volume):

1. Visible files & notebooks in tact.....	108 cu ft
2. Visible files & no notebooks.....	71 cu ft
3. Notebooks & no visible files.....	92 cu ft
4. No notebooks & no visible files.....	55 cu ft

4. **Administration Management.** This table covers the records of administrative studies that assess the need for administrative systems improvements. The workload and organizational data collected may result in the implementation of modern administrative systems.

TABLE 4-1

ADMINISTRATIVE SYSTEMS MANAGEMENT

R U L E	A	B	C	D
	If the records are or pertain to	consisting of	which are	then
1	administrative systems studies	approved administrative system study proposals	at HQ USAF and MAJCOM approving authorities	destroy 1 year after system terminated or when no longer needed for reference, whichever is later.
2			at other activities	destroy when system terminated.
3		disapproved proposals		destroy 1 year after disapproval.
4		data collection material such as typing logs, time studies, interviews, questionnaires, computer printouts and related records		destroy 3 months after approval/disapproval of proposal or when no longer needed, whichever is later.

5. **Publications Management.** This table covers record sets of Air Force standard publications and other publications in the publications systems subject to AFR 5-1, Air Force Publications Management Program, and AFR 5-31, Publications Libraries and Sets. It does not cover records which are printed or duplicated to meet distribution requirements, such as plans, programs, histories, studies, reports, correspondence, and other such records not included in the AF publications system.

TABLE 5-1

PUBLICATIONS MANAGEMENT

R U L E	A	B	C	D
	If the records are or pertain to	consisting of	which are	then
*1	regulations, manuals, supplements, staff digests, pamphlets, visual aids, periodicals	record set of each publication which have AF-wide or MAJCOM applicability	at HQ USAF/MAJCOMs/major subordinate commands	retire as permanent (see notes 1, 2, 3, 5, 6, 8).
*2			below major subordinate commands which have MAJCOM or AF-wide applicability (see note 7)	retire as permanent (see notes 2, 3, 6, 8).
*3		record sets of regulations, manuals, staff digest	major subordinate commands and below which do not have AF-wide or MAJCOM applicability	destroy after 7 years (see note 2).
*4	recurring and one-time pamphlets	handbooks, booklets or brochures containing informative and instructional (rather than directive) material	pamphlets that do not have AF-wide or MAJCOM applicability	destroy when rescinded, superseded or obsolete, or when no longer needed (see note 4).
*5	visual aids	charts, posters, or other graphic illustrations issued for either permanent or temporary display on walls, bulletin boards, etc	visual aids that do not have AF-wide or MAJCOM applicability	
6	headquarters operating instructions (HOIs)	record set of each publication as prescribed in AFR 5-1	at HQ USAF OPRs	retire as permanent (see notes 2, 3, 8).