

REQUEST FOR RECORDS DISPOSITION AUTHORITY <i>(See Instructions on reverse)</i>		LEAVE BLANK (NARA use only)	
TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		JOB NUMBER 71-AFU-02-7	DATE RECEIVED 4-15-02
1. FROM (Agency or establishment) DEPARTMENT OF THE AIR FORCE		NOTIFICATION TO AGENCY	
2. MAJOR SUBDIVISION HQ COMMUNICATIONS AND INFORMATION CENTER		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	
3. MINOR SUBDIVISION CORPORATE INFORMATION DIVISION			
4. NAME OF PERSON WITH WHOM TO CONFER OLTHEA S. CROOM	5. TELEPHONE (703) 588-6194	DATE 5/9/03	ARCHIVIST OF THE UNITED STATES WITHDRAWN

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 2 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,

is not required; is attached; or has been requested.

DATE 15 APR 02	SIGNATURE OF AGENCY REPRESENTATIVE  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 GRS OR SUPERSEDED JOB CITATION	10.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)
	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. LEGAL ADMINISTRATION (TABLE 51-1) (Applicable Air Force-Wide)		
1	Litigation Case files, records of legal action (rules 14 through 15.01 and 16.02 through 16.03) involving the Air Force, its personnel, or contractors, and administrative proceedings, investigative reports, and legal processing affecting accomplishment of the Air Force mission. These files document only routine matters not warranting retention after their legal use has ended		WITHDRAWN 5/9/03
2	Records of legal action (rules 16 and 16.01) involving land/environment matters, along with related administrative proceedings, investigative reports, and legal processing. These case files document only routine matters not warranting retention after their legal use has ended. Air Force retain environmental litigation case files for 50 years to coincide with the same retention period for Civil Engineer environmental records which cite P.L. 96-510 as the statutory authority.		
3	Rules 17 and 18 are reserved because the records previously accounted for are now scheduled under other rules.		

TABLE 51-1				
LEGAL ADMINISTRATION				
	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	Then
*14	Litigation	records accumulated incident to legal actions involving the AF, its personnel, or contractors, and administrative proceedings, investigative reports, and legal processing affecting accomplishment of the AF mission, excluding tax, environmental, or foreign civil litigation. Also excluded are actions on tort claims under AFI 51-501 and hospital recovery claims.	at AFLSA/JACL and HQ USAF/JAI	Destroy 25 years after end of year in which case is closed. (See notes 7 and 8). AUTH:
*14.01	Litigation at other than AFLSA/JACL and HQ USAF/JAI			Destroy 2 years after end of year in which case is closed. AUTH: N1-AFU-90-3. AUTH:
*15	Tax litigation	records accumulated incident to litigation arising out of tax disputes	at AFLSA/JACL and HQ USAF/JAI	Destroy 25 years after end of year in which case is closed. (Exception: See note 7). AUTH:
*15.1	Tax litigation at other than AFLSA/JACL and HQ USAF/JAI			Destroy 2 years after end of year in which case is closed. AUTH:
*16	Environmental litigation	records accumulated incident to environmental litigation.	AFLSA/JACL and HQ USAF/JAI	Destroy 50 years after end of year in which case is closed. (See notes 7, 8, and 9) AUTH:

*16.1	Environmental litigation at other than AFLSA/JACL and HQ USAF/JAI			Destroy 2 years after end of year in which case is closed. AUTH:
*16.2	Foreign civil litigation	records accumulated incident to foreign civil litigation in which the Air Force or one of its agents is named as a party.	at AFLSA/JACL and HQ USAF/JAI	Destroy 10 years after end of year in which case is closed. (See note 7) AUTH:
*16.3	Foreign civil litigation at other than AFLSA/JACL and HQ USAF/JAI			Destroy 2 years after end of year in which case is closed. AUTH:
*17	(RESERVED)			(RESERVED)
*18	(RESERVED)			(RESERVED)

Notes:

7. Cases heard by the U.S. Supreme Court and also cases designated by the responsible legal office as significant because they meet one or more of the following criteria: (1) establish a major precedent, (2) result in major policy or organizational change, (3) attract widespread Congressional attention, or (4) undergo lengthy review in the responsible legal office's annual report. DISPOSITION: Permanent. Transfer closed cases to the National Archives in 5-year blocks when the most recent records are 25 years old. (This note does not apply to cases, at the WNRC which are designated as Temporary records under Authority NI-AFU-99-1; these cases at WNRC have a date span of 1944 through 1992.)

8. Use table 51-4 for records of litigation concerning tort claims under AFI 51-501 and hospital recovery claims.

9. Section 103, P.L. 96-510, requires a retention period of 50 years from the date of the establishment of the documentation. If the Administrator of the Environmental Protection Agency (EPA), the EPA regional administrator, the state or local environmental officials, or the installation commander require a longer retention period for the protection of the public health or welfare, submit a request to SAF/AAIQ for approval of the revised retention period and hold the records in a "pending disposition" status.