

REQUEST FOR RECORDS DISPOSITION AUTHORITY

(See Instructions on reverse)

LEAVE BLANK

JOB NO

NI-AFU-88-47

DATE RECEIVED

8-10-88

TO GENERAL SERVICES ADMINISTRATION  
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408

NOTIFICATION TO AGENCY

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disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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.

1. FROM (Agency or establishment)

DEPARTMENT OF THE AIR FORCE

2. MAJOR SUBDIVISION

Directorate of Info Mgmt and Administration, SAF/AAD

3. MINOR SUBDIVISION

Information Management Policy Branch

4. NAME OF PERSON WITH WHOM TO CONFER

Mr. R. P. Dwyer

5. TELEPHONE EXT.

695-1667

DATE

12/29/88

ARCHIVIST OF THE UNITED STATES

*Claudia Miller*

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 5 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

8. DATE

5 AUG 1988

C. SIGNATURE OF AGENCY REPRESENTATIVE

*Grace T. Rowe*

D. TITLE

GRACE T. ROWE  
Chief, Records Mgmt Policy Section  
Directorate of Info Mgmt and Admin

7  
ITEM  
NO

8. DESCRIPTION OF ITEM  
(With Inclusive Dates or Retention Periods)

9. GRS OR  
SUPERSEDED  
JOB  
CITATION

10. ACTION  
TAKEN  
(NARS USE  
ONLY)

STILL PHOTOGRAPHY (Table 700-21)  
(Applicable Air Force-wide)

Air Force is adding Table 700-21; replacing current Table 95-1 disposition rules on Still Photography. We are deleting current Table 95-1, Rule 9 as unnecessary.

- 1 Rules 2, 4, 8-12 (currently Table 95-1, Rules 2, 4-8, and 10). No changes.
- 2 Rules 1, 5 and 7 (currently Table 95-1, Rules 1, 4.1, and 5.1). Dispositions remain the same. Rule 5 records location and Rules 1 and 7 descriptions are changed.
- 3 Rule 3 (currently Table 95-1, Rule 3). We are disposing of original negatives of prints submitted with unsatisfactory, damage and accident reports after 1 year vice 3 months. Reason is that the current 3 month disposition is too short for Air Force needs.
- 4 Rule 6 (currently Table 95-1, Rule 4.2). We changed the disposition of original negatives of local commanders, inspectors, and key personnel by allowing their disposition sooner if purpose has been served vice waiting until these personnel are

REQUEST FOR RECORDS DISPOSITION AUTHORITY - CONTINUATION		JOB NO	PAGE
7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARS USE ONLY)
	retired, relieved, or reassigned. Reason is that it is not necessary to keep these originals in all cases for a long length of time.		
5	Rule 13 (currently Table 95-1, Rule 11). We are disposing of Visual Information (VI) Support Center Workload Report at preparing activities after 2 years vice 5 years. Reason is that this report is also retained by the MAJCOM VI Manager for 5 years, as explained in added Rule 14.		
6	Rule 14. Added, to dispose of VI Support Center Workload Report at MAJCOM VI Manager. We need to keep this report for 5 years, or later if necessary, for management purposes.		
7	Rule 15. Added, to dispose of in-service project records 2 years after completion of project. This disposition is sufficient to meet Air Force needs.		
8	Notes 1-5 (currently Table 95-1, Notes 1, 5, 2, 3 and 4 respectively). No changes.		
9	Note 6. Added, to explain that HQ Aerospace Audiovisual Service is the MAJCOM VI Manager for Military Airlift Command.		

TABLE 700-21

STILL PHOTOGRAPHY

R U L E	A	B	C	D
	If records are	consisting of	which are	then
1	official record photographs (note 1)	record photograph, original negatives or transparencies and captions, audiovisual caption (AF Form 397), and related data		send per AFR 700-32, Vols V and VI, to 1361 Audiovisual Squadron, AAVS (MAC) (note 2).
2	photographs made a part of a project file, report, or similar group of records			retire or dispose of with records of which they have been made a part.
3	original negatives (note 3)	negatives from which prints have been submitted with unsatisfactory, damage, accident, and similar reports		destroy after 1 year.
4		negatives and extra prints of photographs of AF officers	not at base photographic laboratories	destroy on death or retirement of the individual.
5			at base photographic laboratories	destroy after 1 year (note 4).
6			of local commanders, inspectors, and other key personnel	destroy when individual is retired, relieved, or reassigned, or when purpose has been served, whichever is sooner.

TABLE 95-1

TABLE 95-1

TABLE 700-21. CONTINUED

R U L E	A If records are	B consisting of	C which are	D then
7		negatives and extra prints of photographs other than officers, e.g., local individuals requiring recognition or identification, senior enlisted advisor, complaints NCO, AFCOMS advisory board member, etc		destroy when no longer needed.
8		negatives of photographs of purely local interest made for public relations use		
9		negatives which are valueless due to faulty photography or, because of similarity, are considered as duplications		
10	original negatives or prints produced in training or practice (note 5)	subject matter not desired for record		
11	duplicate negatives or prints			
12	photo-graphic work orders	work requests and related papers		destroy 18 months after monthly VI support center report is prepared.

TABLE  
95-1

TABLE 700-21. CONTINUED				
R U L E	A	B	C	D
	If records are	consisting of	which are	then
13	base visual information support	Visual Information Support Center Workload Report (AF Form 1340)	at preparing activities	destroy after 2 years.
14			at MAJCOM VI Manager (note 6)	destroy after 5 years, or when no longer needed, whichever is later.
15	in-service project records	records pertaining to assignment of AF units for photography, requests for photography, letters of assignment, Photographic Assignment Data (AF Form 398), and related records	at HQ AAVS staff offices and below major subordinate commands	destroy 2 years after completion of project.

## NOTES:

1. Report any still photographic collection not covered in this table to SAF/AADAQD for appropriate disposition instructions.
2. The 1361st Audiovisual Squadron collects and forwards to the DOD Still Records Media Center for accessioning. The DOD Still Media Records Center retains until no longer needed, then recommends SAF/AADAQD to offer to the National Archives. Offers should be chronological segments or within logical file arrangement. SAF/AADAQD provides disposition instructions on unaccepted offers.
3. Retain disposable negatives and prints beyond prescribed retention period only when recommended for retention by the MAJCOM/SOA/DRU VI Manager.
4. Exceptions: As specified in AFR 36-93.
5. Do not retain photographs made as part of examinations or exercises before the completion of training courses in the student's permanent record.
6. Within the Military Airlift Command, HQ Aerospace Audiovisual Service is the MAJCOM VI Manager.

MAJCOM/SOA/DRU: Major Command/Separate Operating Activity/Direct Reporting Unit