

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 NIAFU-9041	DATE RECEIVED 5-29-90
1 FROM (Agency or establishment) Department of the Air Force		NOTIFICATION TO AGENCY 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disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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.	
2 MAJOR SUBDIVISION Directorate of Information Management (SAF/AAIA)			
3 MINOR SUBDIVISION Records Management Policy Branch			
4 NAME OF PERSON WITH WHOM TO CONFER Mr. Jay N. Rivest	5 TELEPHONE EXT. 694-3431	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 _____ 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 22 MAY 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	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN 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 style="text-align: center;">SPECIALIZED PUBLICATIONS (T8-1) (Applicable Air Force-wide)</p> <p>This is an addition to our table 8-1. The purpose of this submission is to establish rules 4.1, 4.2, and 4.3 to cover the disposition of three forms and a computer listing. These documents are initiated at specific levels to requisition, process, track, and inventory published technical orders. Usage can be as frequently as daily until the requester receives the technical order; then the requester and provider refer to the documents for system reconciliations and problem-solving. NOTE: The General Records Schedule 23, Item 8, covers the notification form at our proposed Rule 4.2. Our other two proposed rules will need appraisal and approval/disapproval decision.</p> <p>We attach our proposed disposition instructions. These records are not under the purview of GAO Policy and Procedures Manual, Title 8, therefore we do not include General Accounting Office's concurrence.</p>		

PROPOSED NEW/REVISED AIR FORCE RECORD RETENTION SCHEDULE

TABLE 8-1
SPECIALIZED PUBLICATIONS

RULE	A If the record series title is	B consisting of	C which are	D then	E authorized by
4.1	Technical Order Requests and Requisitions	AFTO Form 187, Technical Order Publication Request, AFTO Form 276, Special Requisition for AF TOs or other authorized AFTO Form 187 format source document		destroy 2 years after date of signature	
4.2	Technical Order Notification	AFTO Form 215, Notification	at Technical Order Distribution Offices (TODOs), Technical Order Distribution Activities (TODAs), or Technical Order Distribution Subaccounts (TODSs)	destroy when no longer required	GRS 23, Item 8
4.3	Code Selected Reconciliation Listing (CSRL)		at Technical Order Distribution Offices (TODOs)	destroy 2 years from date of CSRL	