

<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b> <i>(See Instructions on reverse)</i>		<b>LEAVE BLANK (NARA use only)</b>	
TO NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		JOB NUMBER	N1-AFU-97-5
		DATE RECEIVED	12-16-96
1 FROM (Agency or establishment) <b>DEPARTMENT OF THE AIR FORCE</b>		NOTIFICATION TO AGENCY	
2 MAJOR SUBDIVISION <b>DIRECTORATE OF MISSION SYSTEM</b>		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	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 <b>INFRASTRUCTURE DIVISION</b>			
4 NAME OF PERSON WITH WHOM TO CONFER	5 TELEPHONE	DATE	ARCHIVIST OF THE UNITED STATES
JESSICA L. SPENCER	703-695-4263	6-4-99	WITHDRAWN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 3 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 4 Dec 96	SIGNATURE OF AGENCY REPRESENTATIVE 	TITLE <b>ROBERT E. CARR, Col, USAF</b> <b>Chief, Infrastructure Div</b>
------------------	---	---

7 ITEM NO.	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
	<p>AFMAN 37-139-----FIRE PROTECTION (TABLE 32-35) RULES 7, 11, 12, 13 and 14 APPLICABLE AIR FORCE-WIDE</p> <p>REQUEST DELETION OF IDENTIFIED RULES FROM THE AIR FORCE'S DISPOSITION SCHEDULE. THESE RECORDS ARE LONGER REQUIRED TO PERFORM THE AIR FORCE'S MISSION. AFTER COORDINATION WITH THE FUNCTIONAL OPR, WE HAVE DETERMINED THE RECORDS CAN BE DESTROYED IMMEDIATELY.</p> <p>SEE THE ATTACHED DISPOSITION SCHEDULE FOR APPLICABLE RECORDS</p>	N1-AFU-90-3	

**TABLE 32-35**  
**FIRE PROTECTION**

	A	B	C	D
<b>R U L E</b>	<b>If the records are or pertain to</b>	<b>consisting of</b>	<b>which are</b>	<b>then</b>
<b>1</b> ****	fire department training	individual certification performance test records	at the fire department	destroy when individual is certified at the next higher level AUTH-N1-AFU-96-12
<b>2</b> ****	pre-fire plans	AF Form 1028 facility pre-fire plan		destroy when superseded or obsolete AUTH N1-AFU-90-3
<b>3</b> *****	fire pump service test	AF Form 1078, fire truck and equipment test and inspection record		destroy after 5 years AUTH N1-AFU- 96-12
<b>4</b>	fire protection equipment	AF Form 1071, inspection maintenance record		destroy when obsolete or no longer needed AUTH N1-AFU-90-3
<b>5</b>	fire protection inspections and tests	AF Form 218, facility fire prevention protection record		destroy 1 year after reporting year, or when superseded by follow-on report (provided all spaces thereon are filled) whichever is applicable AUTH N1-AFU-90-3
<b>6</b> ****	fire incidents	AF Form 1487, fire prevention visit report	in fire prevention section	destroy when hazard or deficiency is corrected or 2 years after reporting year, whichever is later (also see Table 32-16 AUTH N1-AFU-90-3
<b>7</b>	<i>daily fire activities</i>	<i>the fire record journal</i>		<i>destroy 2 years after date of last entry AUTH: N1-AFU-90-3</i>
<b>8</b>	daily fire activities	daily fire log, and comparable fire activities data (hard copy or electronic record)		destroy after 2 years (See Note 1) AUTH N1-AFU-90-3
<b>9</b>	daily fire activities	source or feeder-type reports that support records in rules 6 and 14		destroy after 1 year or when purpose is served, whichever is sooner (See Note 1) AUTH N1-AFU-90-3
<b>10</b> ****	daily fire activities	voice recorder tapes	at fire departments	erase after 24 hours use (Exception retain tapes involved in incident reports, investigations, or legal actions until case is settled, and then erase) AUTH N1-AFU-96-12
<b>11</b>	<i>fire protection statistical summary</i>	<i>records of statistical recapitulations of the total annual fire loss experience</i>	<i>at AFCESA</i>	<i>retire a master copy of the annual</i> WITHDRAWN 4/97 DISPOSED NOT APPROVED

				<i>statistical summary as permanent (See Note 2).</i> <i>AUTH: NCI-AFU-84-14</i>
(12)	<i>fire protection statistical summary</i>	<i>records of statistical recapitulations of the total annual fire loss experience</i>	<i>at MAJCOMs and below</i>	<i>destroy after 2 years. AUTH: N1-AFU-90-3</i>
(13)	<i>fire protection statistical summary</i>	<i>feeder reports to the annual statistical summary</i>		<i>destroy after 1 year or when no longer needed, whichever is sooner. AUTH: N1-AFU-90-3</i>
(14)	<i>fire protection statistical summary</i>	<i>activity report</i>		<i>destroy 2 years after reporting year. AUTH: N1-AFU-90-3</i>
15	fire incident and rescue reports	individual and consolidated reports, and related data (hard copy records) AF Form 2324	at fire department	destroy 2 fiscal years after reporting year (See Note 1) AUTH N1-AFU-90-3
16	reciprocal agreements	mutual aid, and joint use civil airport operations agreements		destroy when agreement is superseded or terminated AUTH N1-AFU-90-3
17	welding, cutting and brazing permits	AF Form 592, USAF Welding, Cutting and Brazing Permit	at fire departments	destroy 30 days after completion of the project/contract with which the work is associated (See Note 3) AUTH N1-AFU-90-3
18	water flow test records	AF Form 1027, Water Flow Test Record, and related records	at fire departments	destroy after 5 years AUTH N1-AFU-90-3

## NOTE(S)

- 1 Retain records on accidents resulting in legal action until case is settled, then destroy.
- 2 Transfer to National Archives in 10-year blocks when the latest record in the block is 20 years old.
- 3 Should a fire result from the operation, make the AF Form 592 a part of the investigation report

*circled*  
**Request rules highlighted be deleted from the Air Force's Records Disposition Schedule. The functional office of responsibility has identified these records as no longer needed. Therefore, they can be destroyed immediately. The information once maintained on the fire**

*journals is now automated and consolidated at the Naval Safety Center,  
Norfolk, Va.*