

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	N1-AFU-97-16
1. FROM (Agency or establishment) DEPARTMENT OF THE AIR FORCE		DATE RECEIVED	5-8-97
2. MAJOR SUBDIVISION HQ COMMUNICATIONS & INFORMATION CENTER		NOTIFICATION TO AGENCY	
3. MINOR SUBDIVISION CORPORATE INFORMATION DIVISION		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	
4. NAME OF PERSON WITH WHOM TO CONFER OLTHEA S. CROOM	5. TELEPHONE 703-695-7612	DATE	ARCHIVIST OF THE UNITED STATES: WITHDRAWN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 1 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 <i>6 May 97</i>	SIGNATURE OF AGENCY REPRESENTATIVE <i>Cheryle D. Gumaer</i>	TITLE CHERYLE D. GUMAER Air Force Records Manager
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7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
1	<p>AMERICAN FORCES RADIO AND TELEVISION (AFRT) RECORDS</p> <p>Air Force proposes changes to Table 35-3</p> <p>Rules 7-11. - Broadcasting units operate under unique procedures making tracking necessary. Without the additions documentation pertaining to facilities will be destroyed prematurely by units.</p> <p>See attached table format showing how we want to describe the retention of these records</p>		

TABLE 35-3		AMERICAN FORCES RADIO AND TELEVISION (AFRT) RECORDS		
	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
7	AFRT Workload Factor Report	monthly worksheet and reports, explanations of deviations	at HQ AFBS and broadcast units in overseas areas	destroy after 1 year
8	Product Reviews	product quality assessments, critiques, review of external products		destroy after 1 year or when no longer needed
9	AFRT Program Reference and Guidance Material	information on program materials, scheduling, restrictions, clearances, broadcast materials delivery systems, audience questionnaires		destroy when superseded, obsolete, or when no longer needed
10	Broadcast Material Library Inventories	AFRTS program and spot library inventories, spot cancellation notices, authorization to retain satellite delivered materials	at local AFRT facilities	destroy when superseded, or 1 year after materials are shipped or destroyed
11	library material disposition	request for disposition and disposition instruction for accountable library materials, certificates of destruction, packing lists for shipment	at requesting activity	destroy after 1 year, or on receipt of corrected inventory, whichever is later