

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

LEAVE BLANK	
JOB NO NCI-AFU-81-28	
DATE RECEIVED January 29 1981	
NOTIFICATION TO AGENCY	
In accordance with the provisions of 44 U.S.C. 3303a the disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10	
8/13/81 <i>Date</i>	<i>John M. Wang</i> <i>Archivist of the United States</i>

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

1. FROM (AGENCY OR ESTABLISHMENT)
DEPARTMENT OF THE AIR FORCE

2. MAJOR SUBDIVISION
1947 Administrative Support Group (HQ USAF)

3. MINOR SUBDIVISION
Information Management & Resources Division

4. NAME OF PERSON WITH WHOM TO CONFER
Mr. R. P. Dwyer

5. TEL. EXT.
694-3494

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 2 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified.

- A** Request for immediate disposal.
- B** Request for disposal after a specified period of time or request for permanent retention.

C. DATE 19 JAN 1981	D. SIGNATURE OF AGENCY REPRESENTATIVE <i>Herbert G. Geiger</i>	E. TITLE HERBERT G. GEIGER, Chief Information Mgt and Resource Div
-------------------------------	---	--

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	<p align="center">BIOENVIRONMENTAL SURVEYS & MEDICAL INSPECTION REPORTS (Table 161-5) (Applicable Air Force-wide)</p> <p>Air Force proposes addition of two rules to Table 161-5 relating to material safety. Material Safety Data Sheets (MSDSs) are obtained on all hazardous materials procured by DOD agencies. MSDSs, required as part of the procurement contract, are also included in the procurement contract case files. Base Transportation and Packaging Sections obtain that portion of MSDSs that only relates to transporting materials.</p>		<i>2 items</i>

TABLE 161-5

BIO-ENVIRONMENTAL SURVEYS & MEDICAL INSPECTION REPORTS

R U L E	A	B	C	D
	If documents are or pertain to	consisting of	which are	then
7 *	material safety	data sheets on hazardous material	at USAF Occupational and Environmental Health Laboratory	destroy after 2 years.
8 *			at base level bioenvi- ronmental engineering offices	destroy when superseded, obsolete or no longer needed.