

Wallace

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

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
Directorate of Administration, HQ USAF

3 MINOR SUBDIVISION
Documentation Management

4 NAME OF PERSON WITH WHOM TO CONFER
Mr. D. F. Sheu

5 TEL EXT
43527

LEAVE BLANK

JOB NO
NCL-AFU-83-1

DATE RECEIVED
10-01-82

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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10

Withdrawn 9/6/84
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 3 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 23 SEP 1982	D SIGNATURE OF AGENCY REPRESENTATIVE <i>James E. Dagwell</i>	E JAMES E. DAGWELL Chief, Documentation Management Directorate of Administration
7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 SAMPLE OR JOB NO ACTION TAKEN
	<p>HISTORICAL PROGRAM RECORDS (Table 210-1) (Applicable Air Force-wide)</p> <p>The purpose of this submission is to eliminate the requirement for rule 2, and establish a permanent disposition standard for rule 6.</p> <p>The documents identified in rule 2 are copies of the histories identified in rule 1, without the supporting documents. A reevaluation shows that these documents are covered in rule 4. Therefore we are deleting rule 2.</p> <p>The documents identified in rule 6 should continue to be retained as permanent. The material consists of historical inputs from lower echelon organizations. This information is used in preparing histories at higher echelons. However, these subsidiary historical reports are frequently summarized or digested into brief synopses at the higher level. As a result, the more extensive account is not included in the history submitted to the Historical Research Center located at Maxwell AFB. It is essential to preserve the feeder reports in order to document the activities of the subordinate organizations in the fullest manner.</p> <p><i>No mass data change sheet required. copy of job sent to agency as enclosure to NRD'S 9-6-84 withdrawal letter.</i></p>	<p>NN-170-33</p> <p>3 items</p>

7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
<p>Filing arrangement is according to each command or organizations; thereunder chronologically.</p> <p>The total volume, including that found in the Federal Records Centers, is approximately 500 cubic feet.</p> <p>The annual accumulation of the material is approximately 25 cubic feet.</p> <p>Samples of the documentation are not readily available; however, the documents generally are narrative historical reports discussing the mission, organization, functions, administration and operations of the particular units.</p> <p style="font-size: 2em; text-align: center; margin-top: 20px;">Job withdrawn</p>			

TABLE 210-1

Historical Program Records

R U L E	A If documents are or pertain to	B consisting of	C which are	D then
1	periodic histories and occasional monographs, studies, and reports	documents prepared or collected by historical officers and historians under the Air Force historical program	NO CHANGE	NO CHANGE
2	RULES 3, 4 and 5 NO CHANGE		DELETE	SEE RULE 4
6	source documents	subsidiary (or feeder) reports prepared at the request of a higher organization or a special activity for use in preparing a historical report and not submitted to HQ AFSHRC	copies prepared and retained by a lower unit (including those prepared by a squadron at the request of its parent wing)	retire as permanent on inactivation of the unit.

Job withdrawn