

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
Director of Administration, HQ USAF

3 MINOR SUBDIVISION
Documentation Management

4 NAME OF PERSON WITH WHOM TO CONFER

5 TEL EXT

Ms. Leonora S. Sienuta

694-3527

LEAVE BLANK

JOB NO

NC1-AFU-83-44

DATE RECEIVED

12/14/82

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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10

4-1-83
Date

Robert W. ...
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 4 _____ 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

6 DEC 1982

D SIGNATURE OF AGENCY REPRESENTATIVE

James E. Dargatzis

E TITLE

GLENN H. SMALLWOOD, Maj, USAF

Chief, Administrative Communications
Directorate of Administration

7 ITEM NO

8 DESCRIPTION OF ITEM
(With Inclusive Dates or Retention Periods)

9 SAMPLE OR
JOB NO

10 ACTION TAKEN

REPROGRAPHICS
(Revised Table 6-1)

The attached table 6-1, AFM 12-50 (1 Oct 69), is a revision of the table 6-1, appraised by NARS Job NN-170-33, 12 Nov 70. It updates the records series and disposal authorities. The proposed disposal authorities will satisfy current Air Force requirements.

NN-170-33
NN-173-333
NC1-AFU-79-5
NN-173-1

With reference to:

Rule 1: The Air Force agrees with NARS' view that the records described in rule 1 are not permanent. Therefore, the disposition instruction is changed to:

equipment life in
Destroy 1 year after ^{AF} Air Force ~~life~~ (when equipment is transferred to another ^{AF} activity for use, also transfer the related records ^{AF} to gaining activity).

Rule 3: Disposition instruction for uncontrolled reprographics equipment is changed from: destroy after 2 years, to:

equipment is dropped from AF inventory following
Destroy after ^{AF} salvage or turn-in of equipment.
~~(dropped from AF inventory).~~

16 items

Mass data change sheet required. Copy of job sent to NARM by RAW on 4/17/83

Copy to agency, 4-13-83 JES

Request for Records Disposition Authority – Continuation		JOB NO	PAGE OF
7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
	<p><u>Rule 4:</u> Disposition instruction is changed from: destroy immediately after completion of the printing job, to:</p> <p style="padding-left: 40px;">Destroy 1 month after job completed.</p> <p><u>Rule 13:</u> Disposition instruction is changed from: destroy 6 months after the end of the FY, to:</p> <p style="padding-left: 40px;">Destroy 3 months after reporting production IAW AFR 6-1.</p> <p><u>Rules 14, 15:</u> New rules for reports.</p> <p><u>Rule 16:</u> New rule.</p>		

6. Reprographics. This table covers documentation on the requirements, procurement, production and cost control of Air Force reprographics (printing, duplicating, copying, microform and related processes); the acquisition, utilization, movement and disposition of reprographics equipment, and reports.

* TABLE 6-1				
REPROGRAPHICS				
R U L E	A	B	C	D
	If documents are or pertain to	consisting of	which are	then
1	controlled reprographics equipment	forms and other records that document history of approved reprographics equipment (the requirements evaluations requests, approval, acquisition, maintenance, production volume, transfers and disposal)	at HQ USAF, MAJCOMs, SOAs and approving and operating levels	destroy 1 year after <i>equipment</i> AF Force <i>life in Air Force</i> when equipment is transferred to another ^{AF} activity for use, also transfer the related records to gaining activity).
2		disapproved requests for reprographics equipment		destroy after 2 years.
3	uncontrolled reprographics equipment	forms and related documents	at operating levels	<i>equipment is dropped from AF inventory following</i> destroy after salvage or turn-in of equipment. (dropped from AF inventory)
4	in-plant services	job jacket files containing original matter, negatives, requisitions, correspondence, and allied papers for each printing job	jobs at printing plants not subject to reprinting	destroy 1 month after job completed.
5			jobs at printing plants subject to reprinting	destroy when obsolete.
6		forms and correspondence for printing	at requesting activity	destroy upon receipt of job, or if used to prepare budget, destroy after 1 year.
7		forms and correspondence that document the receipt and distribution of reprographics jobs	at printing, duplicating and micrographics activities	destroy after 1 month.

[Job amended by R. Wire per L. Scenuta, 3/22/83]

TABLE 6-1

R U L E	A	B	C	D
	If documents are or pertain to	consisting of	which are	then
8		forms, including requisitions, and correspondence for duplicating or micrographics work	at duplicating and micrographics activities	destroy 1 month after job completed.
9			at requesting activities	destroy upon receipt of job.
10	contractor services	forms, including requisitions, and correspondence related to printing, duplicating and micrographics work	at contractor facilities	hold for audit trail, then destroy 2 years after all exceptions have been cleared.
11	the Public Printer services and other federal printing sources	forms, including requisitions, correspondence, invoices, and specifications from reprographics procurement activities to the printing sources	at Air Force reprographics procurement activities	destroy 3 years after close of FY that job was completed or cancelled.
12		accounting records, including requisitions, transfer of funds, vouchers, receiving reports, and related documents		destroy 3 years after the period covered by the account.
13	reprographics production	job logs, requisitions used in lieu of logs, data bases or other means of recording production	at AF printing, duplicating and micrographics facilities or copier monitors, or at contractor facilities	destroy 3 months after reporting production IAW AFR 6-1.
14	reports	in-plant printing, duplicating, micrographic and copying cost, production and inventories; commercial cost and production; production standards	at HQ USAF	destroy when 3 years old.
15			at MAJCOMs, SOAs and reporting activities	destroy 1 year after reporting period.
16	operating rules/notices applying to copiers	AF Form 1112, Copying Machine Limitation and Unlawful Reproduction; Office Copy Machine Identification Restrictions; and local operating notices	at copy manager's office and posted on or near copiers	destroy when superseded or when machine has been permanently removed.