

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIRA)
 WASHINGTON, DC 20408

1. FROM (Agency or establishment)
 DEPARTMENT OF THE AIR FORCE

2. MAJOR SUBDIVISION
 DIRECTORATE OF COMMUNICATIONS OPERATIONS

3. MINOR SUBDIVISION
 FORCE AND INFORMATION MANAGEMENT DIVISION

4. NAME OF PERSON WITH WHOM TO CONFER
 OLTHEA S. CROOM
 Air Force Records Officer

5. TELEPHONE
 (703) 588-6194

DO NOT WRITE IN THESE SPACES (NARA use only)

JOB NUMBER
 71-AF7-03-7

DATE RECEIVED
 2-7-2003

NOTIFICATION TO AGENCY

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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.

DATE
 5/27/03

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WITHDRAWN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 2 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 Feb 03

SIGNATURE OF AGENCY REPRESENTATIVE: *Olthea S. Croom*
 OLTHEA S. CROOM

TITLE: AIR FORCE RECORDS OFFICER

7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
1	<p>Electronic copies created on electronic mail and electronic input records (word processing, form filler software) will be deleted after recordkeeping copy has been produced and when no longer needed for reference, updating, revision, or dissemination.</p> <p>PACKAGING AND MATERIAL HANDLING RECORDS (TABLE 24-4) (Applicable Air Force-Wide)</p> <p>This submission schedules Rule 4. Specific changes are discussed on the attached decision logic table.</p> <p><i>cc: NR, NWML</i></p>		<p>WITHDRAWN 5/27/03</p>

WITHDRAWN

TABLE 24-4
PACKAGING AND MATERIAL HANDLING RECORDS

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	Then
*4	packaging materials procurement or requisitioning	non-manufactured wood packaging materials such as wood pallets, skids, load boards, pallet collars, wooden boxes, reels and crates		destroy after 2 years AUTH:

NOTE: Due to International concerns about invasive species of insects, the European Union (EU) implemented restrictions on the importation of new and used coniferous (needle bearing trees) solid wood packaging materials. These new international standards affect non-manufactured wood packaging materials (NMWPM). DOD shipments departing the United States (including territories), Canada, Japan and China enroute to EU member states (Austria, Belgium, Denmark, Finland, France, Germany, Greece, Italy, Luxembourg, Ireland, The Netherlands, Portugal, Spain, Sweden and the United Kingdom) containing NMWPM must be treated for compliance. All Air Force activities must maintain records identifying all lumber or solid wood packaging materials comply. See AFI 24-202 for complete details.

WITHDRAWN