

<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b> <i>(See Instructions on reverse)</i>		LEAVE BLANK	
TO <b>GENERAL SERVICES ADMINISTRATION</b> <b>NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408</b>		JOB NO <b>NI-AFL-90-24</b>	DATE RECEIVED <b>2/9/90</b>
1 FROM (Agency or establishment) <b>DEPARTMENT OF THE AIR FORCE</b>		NOTIFICATION TO AGENCY	
2 MAJOR SUBDIVISION <b>DIRECTORATE OF INFORMATION MANAGEMENT</b>		In accordance with the provisions of 44 USC 3303a the disposal request, including amendments is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10. If no records are proposed for disposal, the signature of the Archivist is not required.	
3 MINOR SUBDIVISION <b>RECORDS MANAGEMENT POLICY BRANCH</b>			
4 NAME OF PERSON WITH WHOM TO CONFER <b>Pierre J. Jost</b>	5 TELEPHONE EXT. <b>694-3527</b>	DATE <b>4/25/90</b>	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 \_\_\_\_\_ 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, if required under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies, is attached

A GAO concurrence  is attached, or  is unnecessary

8 DATE <b>100 FEB 1990</b>	C SIGNATURE OF AGENCY REPRESENTATIVE 	D TITLE <b>GRACE T. ROWE, Chief, Rcds Mgt Policy Branch Directorate of Information Mgt</b>
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7 ITEM NO	8 DESCRIPTION OF ITEM <i>(With Inclusive Dates or Retention Periods)</i>	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN <i>(NARS USE ONLY)</i>
1	<p align="center"><b>REPROGRAPHICS</b> <b>(TABLE 6-1. RULES 19 THRU 22)</b> <b>(APPLICABLE AIR FORCE-WIDE)</b></p> <p>It came to our attention that the disposition instructions concerning the Microform Service Centers and Microform Production Facilities presently under Table 12-1 (Records Management Program) should be under Table 6-1 (Reprographics) because they pertain to the same functional area. We slightly changed the title of the records to cover a wider range of plants, centers or facilities, but the dispositions are the same. Rules 19 and 20 are for approved requests, as for the disapproved ones, we would like to add two new rules. The office responsible for the maintenance of these records feels that the approving office should destroy the disapproved requests after 5 years and the requesting office only 2 years after disapproval.</p> <p>Request you approve these changes.</p>		

TABLE 6-1

TITLE OF TABLE  
REPROGRAPHICS

R U L E	A If the records are or pertain to	B consisting of	C which are	D then
*19	Printing Plants, Duplicating Cen- ters, and Micro- form Production Facilities	requests to establish with supporting records and records of approval	at approving offices	destroy 10 years after inactivation of plant, center or facility.
*20			at implementing levels at other than approving offices	destroy on inacti- vation of plant, center or facility.
*21		requests to establish with supporting records and records of disapproval	at approving offices	destroy 5 years after disapproval of plant, center or facility.
*22			at requesting levels at other than approval offices	destroy 2 years after disapproval of plant, center or facility.

**6. Reprographics.** This table covers records 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**

<b>R U L E</b>	<b>A</b> If the records are or pertain to	<b>B</b> consisting of	<b>C</b> which are	<b>D</b> 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 equipment life in the AF (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 records	at operating levels	destroy after equipment is dropped from AF inventory following salvage or turn-in of equipment
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 activities	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
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 AF reprographics procurement activities <i>ARS 3.6a</i>	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 records	<i>ARS 3.6b</i>	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—other than visual aids—applying to copiers	AF Form 1112, Copying Machine Limitation and Unlawful Reproduction; Office Copy Machine Identification Restrictions, and local operating notices	at copy managers' offices and posted on or near copiers	destroy when superseded or when machine has been permanently removed
*17	copier managers file	copier authorization, limits, maintenance, and related information	at copier managers	destroy when superseded, obsolete, or no longer needed