

**REQUEST FOR AUTHORITY  
TO DISPOSE OF RECORDS**

*(See Instructions on Reverse)*

*9 items*

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

LEAVE BLANK	
DATE RECEIVED NOV 19 1976	JOB NO. <b>NC 1-AFU-77-34</b>
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 "with-drawn" in column 10.	
9-12-77 (Date)	<i>James E. O'Neil</i> Acting Archivist of the United States

1. FROM (AGENCY OR ESTABLISHMENT)  
DEPARTMENT OF THE AIR FORCE, HQ USAF
2. MAJOR SUBDIVISION  
Directorate of Administration
3. MINOR SUBDIVISION  
Documentation Systems Division
4. NAME OF PERSON WITH WHOM TO CONFER  
Mr. Neil Vandergraaf
5. TEL. EXT.  
756-2385
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.

11 NOV 1976

*Herbert G. Geiger*  
(Signature of Agency Representative)

**HERBERT G. GEIGER, Chief**  
**Documentation Systems Division**  
**Directorate of Administration**  
(Title)

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	<b>FORMS MANAGEMENT DOCUMENTATION (9-1)</b> (Applicable Air Force-wide)		
1	The attached complete revision of Table 9-1, Air Force Manual 12-50 updates retention criteria to include all documentation pertaining to forms management not presently covered in that table.  The proposed change is considered adequate to satisfy Air Force requirements.	NN 170-33	
2	Reappraisal of permanent documentation covered by Rule 1 of above table has been accomplished. These documents pertain to preparing and issuing policy, procedural, organizational and reportorial functions. The Department of the Air Force therefore considers these documents to have permanent archival value. Request authority be granted to continue permanent retention of the documents covered by Rule 1.  (Submission of this proposal to GAO is not contemplated nor considered necessary)	NN 170-33	

*9/1/77. Change approved by N. Vandergraaf.  
sent to agency, all FRC's & NCW. 9/20/77*

9. Forms Management. This table covers documentation relating to general policies and procedures governing the production of forms, standards, methods, techniques, and operating procedures for effectively developing and using forms in the AF.

TABLE 9-1

FORMS MANAGEMENT DOCUMENTATION

R U L E	A	B	C	D
	If documents are or pertain to	consisting of	which are	then
1	planning	documents that reflect the development, formulation, and issuance of all basic plans, policies, and procedures, and the exercise of managerial control governing the conduct of the AF-wide forms management program	at HQ USAF and MAJCOMS incident to development, establishment, and definition of standards, methods, and techniques of design, typography, specifications, simplification, consolidation, identification, registration, and standardization of all forms created by all AF activities	<del>retire as permanent.</del> <i>Destroy when 20 years old. (PL)</i>
2	functional forms files	collections of sample forms currently in use in the area served by the particular forms management activity	used for control, precedent, comparison, and general reference purposes	destroy immediately discontinued, superseded, revised, or replaced forms.
3	numerical forms files	data pertaining to the essentiality, design, consolidation,	prescribed by published directives	* destroy 1 year after obsolescence. ( See Note.)
4			not prescribed by published directives	

TABLE 9-1 (Continued)

FORMS MANAGEMENT DOCUMENTATION

R U L E	A	B	C	D
	If documents are or pertain to	consisting of	which are	then
* 5	forms management reports	reports of forms management activities, progress and status	consolidated reports at Hq USAF	destroy after 5 years.
* 6			at MAJCOMs and major subordinate commands	destroy after 1 year.
* 7			at activities below major subordinate command	destroy on completion of next report.
* 8	forms management activity	daily logs	used as source data for the progress report	destroy after 1 year.
* 9	forms registers		reference tools for the control of forms	destroy when affected form is obsolete.
<p>Note: Printed copy of each form including copy of request for approval and development of the form and the document that established the requirement, will be filed with the record set of the prescribing directive as indicated in Table 5-1, this manual.</p>				