

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
1947 Administrative Support Group (HQ USAF)

3. MINOR SUBDIVISION
Information Management and Resources Division

4. NAME OF PERSON WITH WHOM TO CONFER

5. TEL EXT

Mrs. Grace T. Rowe

694-3527

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 2 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 28 JAN 1981	D. SIGNATURE OF AGENCY REPRESENTATIVE <i>Herbert G. Linder</i>	E. TITLE HERBERT G. LINDER, Chief Information Mgt and Resource Div
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7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
1	<p>DOCUMENTATION MANAGEMENT PROGRAM (Table 12-1) (Applicable Air Force-wide)</p> <p>The purpose of this submission is to request a deviation from item 6, General Records Schedule 16 for rule 11, table 12-1. HQ USAF/Documentation Management Branch (AF/DAAD), has an administrative requirement to retain the annual or other reports of documentation holdings and disposition beyond the 3 year retention period specified in GRS 16, item 6.</p> <p>These reports are used for trend analyses, preparing statistical reports on the progress of the Air Force maintenance and disposition program, for compilation of data for briefing charts, historical reports, etc. Request deviation to allow the retention of these reports for 3 years or when no longer needed ^{in Air Force office space} for reference or analysis purposes, whichever is later.</p> <p>[Amended by R. Wire per G. Rowe 3/17/81] 4/25/81]</p>	GRS 16, item 6, deviation	1 item

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JOB NO	NCI-AFU-81-30
DATE RECEIVED	February 3, 1981
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10	
4-16-81 Date	<i>Robert K. [Signature]</i> Archivist of the United States

Info copy given to Jean Fogley. RALW 4/22/81
Closed Out: 5-7-81: R.T.J. Copy to Agency

R U L E	A If documents are or pertain to	B consisting of	C which are	D then
11	documentation manage- ment reports	annual or other reports of documentation holdings and disposition	at HQ USAF/DAA	destroy after 3 years, or when no longer needed for reference or analysis, whichever is later. (See note.) [Amended by R. Wirtz per G. Rowe, 3/25/81]

Note: Retirement of these records to an FRC is not authorized.

[Note added by R. Wirtz per G. Rowe, 4/9/81]

Background: see Rule 11

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12. Documentation. These tables cover policies and procedures governing the creation, maintenance, disposition, preservation, storage and retrieval of documentation. They also include documentation on the management of microform systems, the Freedom of Information Act Program and the Privacy Act Program. *

TABLE 12-1				
DOCUMENTATION MANAGEMENT PROGRAM				
R U L E	A	B	C	D
	If documents are or pertain to	consisting of	which are	then
1	documentation management policy and planning	documents pertaining to development, establishment, supplementation, and issuance of documentation management policies and procedures governing conduct of AF- and command-wide documentation management program (see AFR 12-1)	at HQ USAF and MAJCOMs	retire as permanent.
2	files maintenance and disposition forms	files maintenance and disposition plan, files disposition control label, and related papers pertaining to their preparation and revision		destroy when superseded, obsolete, or no longer needed.
3 ★	retirement, transfer, or shipment of documentation	forms and related correspondence used to retire, transfer or ship documentation (note 4)	at offices of initiators below HQ USAF for documents placed in staging areas	destroy when purpose has been served (note 5).
4 ★			at office of documentation manager (DM) for documents placed in staging areas	destroy when all documents listed have been retired or destroyed (note 5).
5 ★			at DM's, documentation management officer's (DMO's) and other offices for documents retired to records centers	destroy when all documents listed have been destroyed or transferred to the National Archives, or when no longer needed for reference, whichever is later (note 5).

AFM 12-50 (C19)

TABLE 12-1 (Continued)

RULE	A	B	C	D
	If documents are or pertain to	consisting of	which are	then
6*			at DM, DMO, and other offices for documents transferred between AF activities and between AF activities and other agencies	destroy after 1 year, or when no longer needed for reference, whichever is later.
7*	(RESERVED)			
8*	(RESERVED)			
9	documentation disposition recommendations	recommendations for new or revised disposition instructions for AF documentation	at HQ USAF/DAA	retire as permanent.
10			at documentation management offices reporting directly to HQ USAF/DAA	destroy 1 year after disposition instructions are published; 1 year after specific instructions are received if not published in AFM 12-50; 1 year after disapproval; or when no longer needed, whichever is later.
10.1			at activities other than rules 9 and 10	destroy 1 year after disposition instructions are published; 1 year after specific instructions are received if not published in AFM 12-50; or 1 year after disapproval.
11	documentation management reports	annual or other reports of documentation holdings and disposition	at HQ USAF/DAA	*destroy after 3 years, or when no longer needed for reference or analysis, whichever is later.
12			DMO or DM consolidated reports	destroy after 2 years.
13			feeder reports retained by preparing or intermediate offices	destroy after 1 year.

AFM 12-50 (C19)

Background: Current Schedule Change (19)

10-30

Not yet authorized

Background: Superseded Range 18
10-31

TABLE 12-1 (Continued)

RULE	A If documents are or pertain to	B consisting of	C which are	D then
11	documentation management reports <i>Superseded</i>	annual or other reports of documentation holdings and disposition	at HQ USAF/DAD	retire as permanent.
12			DMO or DM consolidated reports	destroy after 2 years.
13			feeder reports retained by preparing or intermediate offices	destroy after 1 year.
14	microform systems (previously documentation storage and retrieval (DS&R) systems)	documentation pertaining to development, establishment, issuance of procedures relative to systems; proposals for approval of systems, changes to approved systems, cancellation or completion of approved systems	approved systems at HQ USAF/DAD	destroy 10 years after formal system cancellation (note 1).
15			* approved systems at Documentation Management Offices below HQ USAF and implementing offices	destroy when system is cancelled (EXCEPTION: Forward to HQ USAF/DAD system documentation not previously submitted.)
16			disapproved systems at HQ USAF/DAD and MAJCOM/DAD	destroy 10 years after disapproval.
16.1			disapproved systems at originating offices	destroy 2 years after disapproval.
17	other documentation management operations	documentation related to requests for filing equipment, presentation of training courses, and other documentation management operations not covered elsewhere	at documentation management offices	destroy after 2 years.
18	Microform Service Centers (MSC's)	requests for approval with supporting documentation and documentation of approval	at approving offices	destroy 10 years after inactivation of MSC.
19			at implementing levels at other than approving offices	destroy on inactivation of MSC (note 2).
20	microform system reports	annual or other reports of microform system operations, related equipment and cost data; and summaries of such reports	at HQ USAF/DAD	retire as permanent.
21			at MAJCOM/DAD	destroy on receipt of subsequent report.
22			feeder reports retained by preparing or intermediate offices	

superseded