

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

Wallace *6/17/81*
Wire

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
Directorate of Administration, HQ USAF

3. MINOR SUBDIVISION
Information Management & Resources Division

4. NAME OF PERSON WITH WHOM TO CONFER
Ms. Kip Ward

5. TEL EXT
694-3488

LEAVE BLANK	
JOB NO	NCI-AFU-81-62
DATE RECEIVED	June 12, 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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10	
6-17-81 <i>Date</i>	<i>Robert K. Way</i> <i>Archivist of the United States</i>

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 9 JUN 1981	D. SIGNATURE OF AGENCY REPRESENTATIVE <i>Herbert G. Geiger</i>	E. TITLE HERBERT G. GEIGER, 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	Forms Management Documentation (Table 9-1) (Applicable Air Force-wide) The purpose of this submission is to change Table 9-1, Rule 9, Column D from "destroy when affected form is obsolete," to "destroy 1 year after date of obsolescence." Since obsolete form numbers may be reused 1 year after date of obsolescence, this would allow a record to be kept of the form after it was obsoleted, and prevent the form number being reused before the one year point is reached. This will bring AFM 12-50 in line with the policy presently in AFM 9-1.	NN170-33 <i>Deviation</i> <i>NRS 16/46</i>	<i>(Done)</i>

Closed Out: 6-22-81: K.T. D.
Copy to NNM & Agency

TABLE 9-1 (Continued)

R U L E	A	B	C	D
	If documents are or pertain to	consisting of	which are	then
9*	forms registers		reference tools for the control of forms	destroy 1 year after date of obsolescence

GENERAL RECORDS SCHEDULE 16

ITEM
NO.

DESCRIPTION OF RECORDS

AUTHORIZED DISPOSITION

b. Extra copies and routine correspondence and memoranda.

Destroy when no longer needed for reference.

c. Working papers and background material.

See item 10 of this schedule.

4.

Forms Files.

a. One record copy of each form created by an agency with related instructions and documentation showing inception, scope, and purpose of the form.

Submit SF 115, Request ~~NCI-9RS-81-~~ for Records Disposition ⁴ Authority. *Destroy 5 years after related form is discontinued, superseded, or cancelled.*

b. Working papers, background materials, requisitions, specifications, processing data, and control records.

Destroy when related form is discontinued, superseded, or cancelled.

5.

Management Improvement Reports.

Copies of reports submitted to the Office of Management and Budget and related analyses and feeder reports.

Submit SF 115, Request for Records Disposition Authority.

6.

Records Holdings Files.

Statistical reports of agency records holdings required by the General Services Administration, including feeder reports from all offices and data on the volume of records disposed of by destruction or transfer.

Destroy when 3 years old.

NCI-9RS-80-4

7.

Project Control Files.

Memoranda, reports and other records documenting assignments, progress and completion of projects.

Destroy 1 year after the year in which the project is closed.

8.

Reports Control Files.

Case files maintained for each agency report created, cancelled or superseded.

Destroy 2 years after the report is discontinued.