

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

4/22/81

LEAVE BLANK	
JOB NO NCI-AFU-81-63	
DATE RECEIVED June 22, 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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10	
Date 12-9-82	<i>Herbert G. Geiger</i> Archivist of the United States

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
Headquarters United States Air Force

3. MINOR SUBDIVISION
Information Management and Resources Division

4. NAME OF PERSON WITH WHOM TO CONFER

Mrs. Grace T. Rowe

5. TEL EXT

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 7 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
JUN 12 1981

D. SIGNATURE OF AGENCY REPRESENTATIVE

Herbert G. Geiger

E. TITLE
**HERBERT G. GEIGER, Chief
Information Mgt and Resource Div**

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 update table 12-1. Rules 34-39 are added and disposition authorities 17, 20 and 31 are changed. Rule 17 covers information required by documentation management personnel to monitor the documentation program. We need a flexible disposition to apply to these files. They may be destroyed when no longer needed for managerial, administrative or reference purposes. We reevaluated our requirement for microform system reports (rule 20). They serve no useful purpose after 10⁶ years; therefore, the disposition, destroy after 5⁶ years, meets our administrative needs. These reports are no longer created. Rule 31 is governed by GRS 14, item 19b. Rules 34-39 are new rules. They cover engineering data service/support (EDSCs) center documentation. Their retention periods adequately serve the administrative and reference needs of the Air Force.</p> <p>[Introduction amended by R. Wire to reflect changes made by Air Force per its letter to NCD of 3/25/82]</p>	NN-176-46	

Mass data change required. Copy of job sent to NNM by RAW, 1/11/83. Copy to agency, 2-1-83; 88. and NNB

3 to items

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 documents are or pertain to	B consisting of	C which are	D then
1	documentation management 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)		*destroy when 6 years old or when no longer needed for reference, whichever is later (notes 2 and 7).
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 11Q 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).

GRS 16/11
(deviation)

10-29

GRS 16/3a
(same)

AFM 12-50

TABLE 12-1 (Continued)

R U L E	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/DAAD(S)	*retire with publication record set of AFM 12-50 (see table 5-1, rule 1)
10			at documentation management offices reporting directly to HQ USAF/DAAD(S)	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/DAAD(S)	destroy after 3 years, or when no longer needed for reference or analysis, whichever is later. (note 7)
12			DMO or DM consolidated reports	destroy after 2 years.
13			feeder reports retained by preparing or intermediate offices	destroy after 1 year.

GRS 16/2a
(Submit SF 115)
10-30

GRS 16/6a
(deviation)
GRS 16/6a
(deviation)
GRS 16/6b
(same)

similar but not identical to GRS 16/14

similar but not identical to GRS 16/14

GRS 16/11 (deviation)

10-31

GRS 16/11 (same)

GRS 14/20 (same)

GRS 14/16a(1) (same)

GRS 14/16b (same)

GRS 14/16a (2) (a) (same)

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/DAA	destroy 6 years after formal system cancellation (same)
15			approved systems at documentation management offices below HQ USAF and implementing offices	destroy when system is cancelled (EXCEPTION: forward to HQ USAF/DAA, system documentation not previously submitted).
16			disapproved systems at HQ USAF/DAAD(S) and MAJCOM/DAD	destroy 6 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 when no longer needed for managerial, administrative, or reference purpose (Note 7). Amended by R. W. Rowe per G. Rowe, 9/15/82
18				
19	* Reserved			
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/DAAD(S)	* destroy after 6 years.
21	* Reserved			
22	* Reserved			
23	Freedom of Information Act (FOIA) Program	correspondence relating to administering the FOIA		destroy after 2 years.
24		requests for information	granting access to all requested records	
24.1 *		official file copy of requested records		dispose of according to disposition instruction for the related record, or with the related FOI request, whichever is later.
25		requests for information	responding to requests for non-existing records, to requesters who provide inadequate descriptions, and to those who fail to pay required fees	destroy after 2 years.

AFM 12-50

TABLE 12-1 (Continued)

R U L E	A If documents are or pertain to	B consisting of	C which are	D then
26	Freedom of Information Act (FOIA) Program (continued)	denials of access to all or part of records requested	not appealed	destroy after 5 years.
27			appealed	destroy 4 years after final denial by the Secretary of the Air Force, or 3 years after final adjudication by courts, whichever is later.
27.1 *	* Reserved	official file copy of requested records under appeal		dispose of according to disposition instruction for the related record, or with the related FOI request, whichever is later.
28		files maintained for control purposes, including registers and similar documents listing date, nature of request and name and address of requester	at FOI Managers' offices	destroy 5 years after date of last entry.
29		annual report to the Congress	at HQ USAF	retire as permanent. (note 8)
30				
31		other reports		*destroy after 2 years or when no longer need ^{ed} for administrative use, whichever is sooner.
32		receipts for monies, cash collection sheets, and related accountable documents	at FOI Managers' offices	see table 177-17. (see note 3 below.)
33		legal opinions		see table 110-1.

GRS 14/16a
(3)(a) [same]

GRS 14/17a
(same)

GRS 14/17b
(same)

GRS 14/19a
(same)

10-32

GRS 14/19b
(same)

TABLE 12-1 (Continued)

R U L E	A	B	C	D
	If documents are or pertain to	consisting of	which are	then
SRS 16/11 (deviation) *34	engineering data service/support centers (EDSCs) on non-AFLC bases (Note 6)	documents pertaining to development, establishment, supplementation, and issuance of management policies and procedures governing ESCs or other comparable systems	at documentation management office in HQ USAF, HQ Separate Operating Agencies, HQ Major Commands and HQ Direct Reporting Units	destroy 6 years after system cancellation. (Note 7)
*35		requests for establishment, supporting documents and approval/disapproval correspondence	at approving offices	destroy 1 year after termination of system.
*36			at implementing offices	destroy upon termination of system.
*37			disapproved at documentation management office at HQ USAF, HQ Major Commands, HQ Separate Operating Agencies and Direct Reporting Units	destroy 6 years after disapproval or on inactivation, whichever is sooner. (Note 7)
*38			disapproved at originating offices	destroy after 1 year.

TABLE 12-1 (Continued)

R U L E	A	B	C	D
	If documents are or pertain to	consisting of	which are	then
*39	engineering data and drawings	reference copies of data maintained to service requesters	at the EDSCs	destroy when superseded, obsolete, inactive, or when purpose has been served, whichever is sooner. (see T67-15R5).

RESERVED. [Deleted by R. Wire per G. Rowe, 1/10/83]

- NOTES:
1. ~~Approved systems considered of significant historical or other research value will be retired by HQ NSA/P/DAA for permanent retention.~~
 - 2.* If the documentation results in the issuance of a publication, it is handled according to Table 5-1.
 3. When small volume makes it more practical, file and dispose of with documentation in rule 24.
 4. See NOTE in Chart 7-3, this manual, for procedure when the SF 135 is used as a receipt for classified documents.
 5. Forward to the next higher documentation management office on inactivation.
 6. Documentation created as a result of AFR 12-41, prescribing directive for EDSCs on non-AFLC bases, will be disposed of per this table. Documentation created as a result of AFR 67-28 prescribing directive for EDSCs located on AFLC bases will be disposed of per 67-series tables in this manual.
 7. Retirement to Federal Records Center is not authorized.
 8. Records will be offered to the National Archives in 5-year blocks when the most recent records are 15 years old (e.g., 1970-74 records to be offered in 1990),