

<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b> <i>(See Instructions on reverse)</i>		LEAVE BLANK	
TO <b>GENERAL SERVICES ADMINISTRATION NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408</b>		JOB NO. <i>NLI-AFU-85-10</i>	DATE RECEIVED <i>3-20-85</i>
1 FROM (Agency or establishment) DEPARTMENT OF THE AIR FORCE		NOTIFICATION TO AGENCY	
2 MAJOR SUBDIVISION Directorate of Administration, HQ USAF		In accordance with the provisions of 44 USC 3303 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disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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 Records Mgt Branch			
4. NAME OF PERSON WITH WHOM TO CONFER  Mr. R. P. Dwyer	5. TELEPHONE EXT.  694-3494	DATE	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 4 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 B of the GAO Manual for Guidance of Federal Agencies, is attached.

A GAO concurrence.  is attached, or  is unnecessary.

B DATE <b>15 MAR 1985</b>	C. SIGNATURE OF AGENCY REPRESENTATIVE <i>Inace T Rowe</i>	D. TITLE GRACE T. ROWE Records Mgt Branch
------------------------------	--	---

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	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN 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>
	<p>CORRESPONDENCE, MESSAGES, AND PROJECT FILES (Table 10-1) (Applicable to HQ USAF Only)</p> <p>Rule 1 general correspondence (permanent) at HQ USAF applies only to Air Staff offices other than the Office of the Chief of Staff. Reason is that Secretary of the Air Force and Office of the Chief of Staff correspondence is not retired to WNRC under the Air Force Subjective Classification System. Instead, the correspondence is retired to WNRC using a numerical file system. A computer data base index is used to keep track of this correspondence, and a paper copy of the index applicable to the correspondence records retired is included in the records shipment to WNRC.</p>		
1	Rule 1.1. Added to retire correspondence created/signed by Secretary of the Air Force and the Office of the Chief of Staff, and a reference index, as explained above.		
2	Rule 1.2. Added to cover the computer data base index used to keep track of Rule 1.1 correspondence. <del>These records are actually data abstracted from input/source documents (correspondence) and are not used as input to a file and not required to reconstruct a master file. Destroying these records when no longer needed suits Air Force needs.</del>	GRS 20, Part II, Item 5	
3	Note 7. Added for purpose explained in the note.		

115-108

*copies to agency*  
*NAM, NARS, NCF*  
*9-1-87 TRT*

TABLE 10-1

CORRESPONDENCE, MESSAGES, AND PROJECT FILES

R U L E	A  If documents are or pertain to	B  consisting of	C  which are	D  then
1	general correspondence (permanent)	(no change)	(no change)	retire as permanent (note 1).
1.1 *		rule 1 Secretary of the Air Force and Office of the Chief of Staff correspon- dence filed numerically with reference index	at HQ USAF/DAE (Execu- tive Services Division)	
1.2 *		computer data base index		*retire as Permanent <del>destroy when no longer needed</del> (note 7). Offer extracts to NARA when paper records are offered.
<p>NOTE: *7. Place paper copy of numerical index in first box of Rule 1.1 records when retired to WNRC.</p> <p><i>Pen and ink changes were made per approval of Grace Rowe on December 9, 1986.</i></p> <p><i>* For the past several months, we have tried to get AF to expedite transfer of these papers.</i></p> <p><i>* As of August 28, 1987, the Air Force has not decided on a date to transfer the computer data base <sup>in six</sup> tapes to NARA. However, when this is decided, this information will be added to this job. Otherwise, this job is completed.</i></p> <p style="text-align: right;"><i>Frederick St. Remell</i></p> <p style="text-align: right;"><i>Frederick St. Remell</i></p>				

10. **Administrative Communications.** These tables cover general correspondence, messages, administrative orders and other administrative records not covered elsewhere.

TABLE 10-1

## CORRESPONDENCE, MESSAGES, AND PROJECT FILES

R U L E	A  If the records are or pertain to	B  consisting of	C  which are	D  then
1	general correspondence (permanent)	letters, indorsements, memoranda, reports, and related data involving a variety of subjects (not appropriate for filing with other records series) and categorized under the AF Subjective Classification System except office administration, created or received that records policy making and program management guidance for which the office has primary responsibility	at HQ USAF/MAJCOMs/major subordinate commands functional OPRs	retire as permanent (see note 1)
2	general correspondence (temporary)	categorized under the AF Subjective Classification System and created or received by any office not covered by rule 1		destroy after 1 year
3		duplicate files kept by action officers, supervisors, or supervisory or monitoring offices when record copies or official file copies are filed elsewhere in the same organizational element (see note 3)		
3.1		that portion of the correspondence files, categorized under the AF Subjective Classification System, that does not document policy making and program guidance	at HQ USAF/MAJCOMs/major subordinate commands functional OPRs (see note 4)	
4	transitory material	transmittal records that add no significant information to material transmitted, not needed to document specific functions or actions, but are of reference value and are kept in a separate chronological file		destroy 3 months after monthly cutoff or when no longer needed, whichever is sooner.
5	reading file	extra copies of letters, messages or other records used for periodic review by office staff, as a cross-reference to the record copies filed in the same office, for signature control, preparation of periodic reports, or for similar administrative purposes, and are maintained in a separate chronological file		destroy 1 year after monthly cutoff or when no longer needed, whichever is sooner
6	message file	extra copies of messages, except those covered elsewhere in this table or table 100-14 or those filed with other records series used as a cross-reference to the record copies or file copies, and are maintained in a separate file by date-time group, control number or some other finding feature		destroy 6 months after monthly cutoff or when no longer needed, whichever is sooner
6.1		copies of separate series messages maintained as a policy reference file		destroy after 1 year or when no longer needed, whichever is sooner (EXCEPTION destroy EMCs and IMCs when superseded or rescinded by a formal publication).
6.2		copies of ALPERSCOM and AIG 8106 "B" and "W" series messages used as a policy reference file and are in control number sequence within a calendar year	at MAJCOMs, CBPOs, satellite personnel activities and geographically separated unit personnel offices	destroy after 1 year (see note 5).
6.3		record set of ALPERSCOM and AIG "B" and "W" series messages	at HQ USAF/MPEA and HQ AFMPC	destroy after 2 years (see note 5).

TABLE 10-1. CONTINUED.

R U L E	A	B	C	D
	If the records are or pertain to	consisting of	which are	then
7	office projects/studies	case files of individual projects/studies relating to an office's management function, such as analyses of policies/procedures, or actions or changes in the manner or method of planning, directing, controlling, or doing work (do not include management studies covered in table 25-1, cost studies, in table 173-1, R&D projects/studies in 80-series tables, or any other project or study covered elsewhere in volume II of this regulation)	at OPRs at any level and which result in issuance of a publication	include as background material to the publication and dispose of according to table 5-1.
8			at major subordinate command OPRs and above, and do not result in issuance of a publication	destroy 20 years after completion of project/study or when no longer needed.
9			below major subordinate command OPRs, and do not result in issuance of a publication	destroy 2 years after project/study is closed.
10		background and working materials, such as routine requests for reports or data, routine correspondence concerning administration of the project/study, extra copies of records or reference materials, data analyses and summaries, drafts, and other preliminary papers leading to final results or findings not needed to document the project/study		destroy when no longer needed or on completion of the project/study, whichever is sooner
11		any of the material identified in rules 7-10 above and not needed to document other records series	at offices other than OPRs (such as monitoring, control or feeder offices)	
12	staff meetings and conferences (not covered elsewhere)	record copies of agenda, minutes and related correspondence (see table 25-3 for AF committee and board records and for sound recordings) not filed with another series	at major subordinate commands and above	retire as permanent (note 1)
12.1		recorded in other series		destroy after 1 year.
13		record copies not filed with another series	below major subordinate commands	destroy after 1 year, on inactivation of activity, or when no longer needed, whichever is sooner
14		information copies not filed with another series		
15	block assignment of address indicating groups (AIG) numbers	messages/letters correspondence relating to initial assignment of AIG block and any subsequent changes or adjustments	at MAJCOM AIG managers (or at any lower level to which AIG management authority is delegated)	place in inactive file on cancellation of the block, destroy after 1 year
16	address indicating group case files	messages/letters of promulgation, copies of each modification or recap, and related correspondence	at cognizant authorities and AIG managers	destroy after 3 months (note 6)
17	form or guide letters	coordination copy of form or guide letters	at approving authorities	destroy when superseded or obsolete.

NOTES:

1. Rule 1 applies to correspondence and other data of the type described in AFR 12-50, volume I, paragraph 3-4 which are not filed as, or filed with, a separate series identified elsewhere in volume II of this regulation. The file is not screened or a further segregation attempted to separate permanent from temporary when the file is cutoff or retired, except as provided for in AFR 12-50, volume I, paragraph 7-4b. Offer records to National Archives in 5-year blocks when latest record is 25 years old.
2. RESERVED.
3. Rule 3 applies when an entire file consists of duplicate copies maintained for monitoring purposes
4. Offices which are subject to conditions in rule 1 will use rule 1 and 3.1 for their correspondence files.
5. Retain in active file until eligible for destruction.
6. Cutoff as of end of month in which cancelled or in which recapped, except retain initial promulgation message/letter with background material with recap correspondence until AIG is cancelled.

Part I - Master Files

Item	File function/ designation	Consisting of	Which are	Then
19	Federal loan and/or grant file	data on individual loans or grant applications or awards	data on characteristics of individual applicants or recipients and their awards	Submit SF 115, Request for Records Disposition Authority.
20			summary or aggregate fiscal values used for accounting purposes	Dispose of after three or more update cycles.
21	Information retrieval file	indexes or tracking systems to textual or nontextual records	used to facilitate access to these materials	Dispose of as provided for the related records.
22		indexes to "library materials"	used to facilitate access to published documents or reports.	Dispose of as reference material.
23	Summary file	aggregates of individual observations	created from files not authorized for disposal under this General Records Schedule	Submit SF 115, Request for Records Disposition Authority.
24			created from files authorized for disposal under this General Records Schedule	Dispose of as provided for related data.

GENERAL RECORDS SCHEDULE 20