

RECORDS DISPOSITION RECOMMENDATION				1. ACTION RECOMMENDED			
				ADDITION	REVISION	DELETION	
2. FROM		3. THRU		4. TO			
5. OFFICIAL ACCUMULATING THE RECORDS				6. TITLE OF RECORD SERIES			
7. PRESCRIBING DIRECTIVE(S) OR OTHER AUTHORITY CREATING THE RECORDS <small>(Submit copies of MAJCOM, FOA, DRU and lower level directives including form(s).)</small>							
8. TYPE(S) OF DOCUMENTS/INFORMATION IN THE RECORDS SERIES AND PRIVACY ACT SYSTEM OF RECORDS NUMBER							
9. HOW FILED							
<input type="checkbox"/>	ALPHABETICAL	<input type="checkbox"/>	CHRONOLOGICAL	<input type="checkbox"/> OTHER (Specify)			
<input type="checkbox"/>	GEOGRAPHICAL	<input type="checkbox"/>	NUMERICAL	CUBIC FEET ON HAND IN OFFICE FILES			
10. ANNUAL ACCUMULATION			IF RECOMMENDED FOR PERMANENT RETENTION INCLUDE CUBIC FEET AT:				
			RECORDS CENTERS		STAGING CENTERS		
11. MEDIA							
<input type="checkbox"/>	PAPER	<input type="checkbox"/>	MACHINE-READABLE		<input type="checkbox"/> OTHER (Specify)		
<input type="checkbox"/>	MICROFORM	<input type="checkbox"/>	TAPES	<input type="checkbox"/>	DISKS	<input type="checkbox"/>	FLOPPY DISKS
12. PURPOSE OF THE DOCUMENTS/INFORMATION AND FREQUENCY OF USE							
13. ORGANIZATIONAL LEVEL(S) MAINTAINING DUPLICATE RECORDS AND PURPOSE SERVED AT EACH				14. RELATED DOCUMENTS			
15. PRESENT/PROPOSED AFMAN 37-139, TABLE AND RULE				16. SAMPLES OF SUBJECT RECORDS ARE:			
				<input type="checkbox"/>	ATTACHED	<input type="checkbox"/>	NOT ATTACHED
17. RECOMMENDED DISPOSITION INSTRUCTIONS AND JUSTIFICATION <small>(Prepare and attach a decision logic table in AFMAN 37-139 format. If records are machine-readable, attach a completed AF Form 1341, Electronic Record Inventory.)</small>							
18. TYPED NAME, GRADE, AND TITLE OF INITIATING OFFICIAL			20. SIGNATURE		19. DSN PHONE NO.	21. DATE	

**Download any U.S. FedForm (free, fillable, savable in Adobe Reader)!
Start with the "Flash Demo" at the top of the following page:
www.usa-federal-forms.com**

**Convert any fillable PDF form to savable (locally, in Adobe Reader):
www.savePDF.com**

**Convert any document (in any format) to PDF fillable and savable:
www.FillinDocs.com**

**All (10's of 1,000's) U.S. Federal Forms already fillable, savable:
www.usa-federal-forms.com**

About the ITAOP/savePDF Method

The traditional Field-by-Field creation process is extremely ineffective and slow.

The only realistic option to create high-quality forms is the Insert-Text-Anywhere-on-Page (ITAOP) method.

The field creation process is about 10,000 times faster than the traditional method; the list of ITAOP features is not even available for the traditional method.

ITAOP savePDF method proved to be very simple and completely reliable for millions of users all over the world (incl. individuals, companies, organizations, government employees).

21. REMARKS BY REVIEWING RECORDS MANAGER

22. COORDINATION OF HISTORIAN

23. COORDINATION/COMMENTS OF LEGAL OFFICE IF LEGAL RIGHTS ARE INVOLVED

24. COMMAND RECORDS MANAGEMENT OFFICER'S RECOMMENDATION

25. TYPED NAME OF COMMAND RECORDS MANAGER

26. SIGNATURE

27. DATE