

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS *RG 342 Systems*
 (See Instructions on Reverse)

LEAVE BLANK	
DATE RECEIVED 24 AUG 1973	JOB NO. 174-045
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 "with-drawn" in column 10.	
Date <i>8-27-73</i> <i>James E. O'Neil</i> <i>Acting Archivist of the United States</i>	

TO: **GENERAL SERVICES ADMINISTRATION,
 NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, D.C. 20408**

1. FROM (AGENCY OR ESTABLISHMENT)
DEPARTMENT OF THE AIR FORCE, HQ USAF

2. MAJOR SUBDIVISION
Directorate of Administration

3. MINOR SUBDIVISION
Documentation Systems Division

4. NAME OF PERSON WITH WHOM TO CONFER
Richard J. Norman

5. TEL. EXT.
11/29239

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.

8 AUG 1973
 (Date)

Ellis F. Villiard
 (Signature of Agency Representative)

ELLIS F. VILLIARD
 Documentation Systems Division
 Directorate of Administration
 (Title)

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	GENERAL CORRESPONDENCE FILES (10-1) GOVERNMENT BILLS OF LADING (75-4) UTILITIES SYSTEMS OPERATIONS (91-3) REPORTS OF SURVEY (177-9) CLASSIFIED DOCUMENT ACCOUNTABILITY (205-1) (Applicable to Forbes Air Force Base, Kansas) Effective 30 September 1973, all units at Forbes Air Force Base, Kansas, will be inactivated and the base officially closed. Request a one-time disposal authorization for the following records which are scheduled for destruction on 1 January 1974 rather than retiring for retention for 3 months. All appropriate offices within Headquarters, U.S. Air Force have concurred with the disposal.		
1	General Correspondence Files for 1972, AFM 12-50, table 10-1, rule 2 (156 cubic feet).		
2	*Government Bills of Lading and Related Registers for 1970, AFM 12-50, table 75-6, rules 2 and 7 (23 cubic feet).		
3	*Utilities Systems Operation Records for 1968, AFM 12-50, table 91-3, rule 3 (12 cubic feet).		

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
4	*Reports of Survey for 1970, AFM 12-50, table 177-9, rule 3 (8 cubic feet).		
5	<p>Accountability Records for Classified Documents for 1971, AFM 12-50, table 205-1, rules 1, 2, and 3 (12 cubic feet).</p> <p>*Items preceded by an asterisk (*) are being coordinated with the General Accounting Office concurrent with this request.</p> <p>We would appreciate you expeditious response to give the units sufficient time to effect disposal and/or retirement of records prior to inactivation.</p> <p><i>Disposal is approved pending the concurrence of GAO.</i></p> <p><i>J.L.W.</i> <i>24 Aug. 1973</i></p>		