

REQUEST FOR RECORDS DISPOSITION AUTHORITY <i>(See Instructions on reverse)</i>		LEAVE BLANK	
TO GENERAL SERVICES ADMINISTRATION NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408		JOB NO N1-AFU-86-4	DATE RECEIVED 10-9-85
1 FROM (Agency or establishment) DEPARTMENT OF THE AIR FORCE, HQ USAF		NOTIFICATION TO AGENCY	
2 MAJOR SUBDIVISION Directorate of Administration		In accordance with the provisions of 44 U.S.C. 3303a 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disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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 Management Branch			
4 NAME OF PERSON WITH WHOM TO CONFER Neil Vandergraaf	5 TELEPHONE EXT. 694-3494	DATE 3-28-86	ARCHIVIST OF THE UNITED STATES <i>Frank B. Rinde</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 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 8 of the GAO Manual for Guidance of Federal Agencies, is attached

A GAO concurrence is attached, or is unnecessary

B DATE 4 OCT 1985	C SIGNATURE OF AGENCY REPRESENTATIVE <i>Grace T. Rowe</i>	D TITLE GRACE T. ROWE Records Management Branch Directorate of Administration
-----------------------------	--	--

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	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN 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>
	NONAPPROPRIATED FUND (NAF) ADMINISTRATIVE MANAGEMENT RECORDS (Table 176-1) (Applicable Air Force-wide) The attached is submitted for your review and approval.		

TABLE 176-1, NAF ADMINISTRATIVE MANAGEMENT RECORDS

R U L E	A	B	C	D
	If documents are or pertain to	consisting of	which are	then
*1	historical files	a charter, articles of agreement or constitution and bylaws, minutes of meetings, agenda, policy directives program authorizations and changes thereto, reports, studies, charts, maps, and correspondence related thereto that provide a chronology of NAF programming and operations from the inception of an instrumentality through to the discontinuance of an activity or the dissolution of a fund	at the Air Force Welfare Board at HQ AFMPC	retire as permanent (see note).
*1.1			at all other NAF activities	destroy seven years after dissolution of NAF Instrumentality.
*1.2		records in rule 1 that are changes to policy directives, program authorizations, and/or background and support papers		destroy when no longer needed.
NOTE: Offer to the National Archives in 5-year blocks when latest record is 25 years old.				

The nonappropriated fund administrative management records covered by AFR 12-50, Volume II, table 176-1, rule 1 were originally submitted in 1980 for permanent retention (see NARA Job# NC1-AFU-80-51). The submission was returned without approval (see attached copy of your 1980 letter).

We are following your recommendation that only those records created by the central Air Force Welfare Board at the Headquarters Air Force Manpower and Personnel Center are to be retained as permanent. Current holdings are minimal and annual accumulation is less than one cubic foot. The records created by all other NAF activities may be destroyed 7 years after the fund is discontinued. This will allow the Air Force sufficient time for administrative management purposes. We propose a new rule 1 to cover the Air Force Welfare Board records; a new rule 1.1 to cover those records at all other activities and renumber the current rule 1.1 to 1.2.

Recommend approval of this proposed change.