

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. NI-AFU-86-6	DATE RECEIVED 10-18-85
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. 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disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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 Management Branch		5. TELEPHONE EXT. 694-3527	ARCHIVIST OF THE UNITED STATES <i>Frank A. [Signature]</i>
4. NAME OF PERSON WITH WHOM TO CONFER Grace T. Rowe		DATE 2-21-86	

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; 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 10 OCT 1985	C. SIGNATURE OF AGENCY REPRESENTATIVE <i>Grace T Rowe</i>	D. TITLE GRACE T. ROWE Records Management Branch Directorate of Administration
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7. ITEM NO	B. 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 GRS OR SUPERSEDED JOB CITATION	10.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>
1	STAFFING (Table 40-2) Applicable Air Force-wide The purpose of this submission is to add a new rule 9.1.1 to cover the master copy of tests and annual test inventories that are maintained by Air Force test control officers. The recommended disposition is "destroy after 10 years." These master copies of test are needed for long-term reference and trend analysis.	NCI-AFU-81-50	1 item

TABLE 40-2 STAFFING

R U L E	A	B	C	D
	If documents are or pertain to	consisting of	which are	then
*9.1	examination	master copy of tests and annual test inventories	at AF test control officers	destroy when 10 years old.