

REQUEST FOR RECORDS DISPOSITION AUTHORITY (See Instructions on reverse)		LEAVE BLANK	
TO: GENERAL SERVICES ADMINISTRATION NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408		JOB NO NI-AFU-86-11	DATE RECEIVED 11/13/85
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 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disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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			
4. NAME OF PERSON WITH WHOM TO CONFER Mrs. Grace T. Rowe	5. TELEPHONE EXT. 694-3527	DATE 1-31-86	ARCHIVIST OF THE UNITED STATES <i>Francis B. Burke</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 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 B of the GAO Manual for Guidance of Federal Agencies, is attached

A GAO concurrence. is attached, or is unnecessary

7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARS USE ONLY)
5 NOV 1985	Libraries (Table 215-3) (Applicable Air Force-wide)	NN170-33	
	The purpose of this submission is to change table 215-3, rule 12, to cover annual and semiannual reports. The semiannual reports were formerly disposed of after 5 years. The semiannual report is being replaced by an annual report, however, it has been determined that the records on hand (semiannual reports) and the annual reports now being generated should be kept as long as the library is active. Upon inactivation the reports may be destroyed. These reports provide a great deal of information needed for trend analysis and reference regarding the holdings and operation of the libraries through the years. Recommend approval of the new retention period.		
	<i>Copies: AF Run 4/5/86</i>		<i>(1 item)</i>

TABLE 215-3 Libraries

R U L E	A	B	C	D
	If documents are or pertain to	consisting of	which are	then
12 *	annual and semiannual reports	statistics of library holdings and operation		Retain in the accumulating office for the life of the library. Destroy upon inactivation of the library