

**REQUEST FOR RECORDS DISPOSITION AUTHORITY**  
(See Instructions on reverse)

LEAVE BLANK

JOB NO. **NI-AF4-86-24**

TO: **GENERAL SERVICES ADMINISTRATION  
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408**

DATE RECEIVED  
**1/21/86**

1. FROM (Agency or establishment)

NOTIFICATION TO AGENCY

DEPARTMENT OF THE AIR FORCE, HQ USAF

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disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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.

2. MAJOR SUBDIVISION

Directorate of Administration

3. MINOR SUBDIVISION

Records Management Branch

4. NAME OF PERSON WITH WHOM TO CONFER

5. TELEPHONE EXT.

DATE

ARCHIVIST OF THE UNITED STATES

Grace T. Rowe

694-3527

**4-16-86** *Frank B. Bunker*

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

C. SIGNATURE OF AGENCY REPRESENTATIVE

D. TITLE

**15 JAN 1986**

*Grace T Rowe*

GRACE T. ROWE  
Records Management Branch  
Directorate of Administration

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 GRS OR SUPERSEDED JOB CITATION	10.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)
1	<p>On/Off-Base Housing Records (Table 90-3) (Applicable Air Force-wide)</p> <p>The purpose of this submission is to change retention period in rule 11 from 2 years to 3 years. The OPR for the On/Off-Base Housing records has determined that more retention time is required to meet the administrative needs of the Air Force. The wording in column A and B have been changed to accommodate the latest terminology.</p>	NC1-AF - 84-23	

TABLE 90-3 On/Off-Base Housing Records

R U L E	A	B	C	D
	If documents are or pertain to	consisting of	which are	then
*11	unaccompanied personnel housing (UPH)	questionnaires on UPH, determination of bachelor housing requirements.		destroy after 3 years