

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. NJ-AFY-86-28	DATE RECEIVED 1/24/86
1. FROM (Agency or establishment) DEPARTMENT OF THE AIR FORCE		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disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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 Mr. Neil Vandergraaf	5. TELEPHONE EXT. 694-3494	DATE 6-26-86	ARCHIVIST OF THE UNITED STATES <i>James S. Bunker</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 3 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 21 JAN 1986	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 GRS OR SUPERSEDED JOB CITATION	10.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>
1	PROCUREMENT ACTION RECORDS (T70-1) (Applicable Air Force-wide) Attached is submitted for your review and approval.		
<i>copy to ARJ NMT 6/27/86</i>			

JUSTIFICATION TO ACCOMPANY SF-115 ON TABLE 70-1, RULE 23

It is proposed to add rule 23 to table 70-1, AFR 12-50, Volume II to provide an adequate retention period for numbered contracting policy letters that are issued by a variety of Air Force organizations. These policy letters give advance notification of changes coming up in the Federal Acquisition Regulation (FAR). These letters become obsolete when the information is included in the FAR, or in an Air Force supplement to the FAR. Recommend approval of the proposed disposition criteria outlined in attached decision logic table.

TABLE 70-1

PROCUREMENT ACTION RECORDS

R U L E	A	B	C	D
	If documents are or pertain to	consisting of	which are	then
*23	numbered contracting letters	records used to announce contracting policies, pro- cedures, instructions and solicitation/contract formats		destroy when superseded, obsolete and/or incorporated in the Federal Acquisition Regulation (FAR) or in a supplement to the FAR.