

**REQUEST FOR RECORDS DISPOSITION AUTHORITY**

(See Instructions on reverse)

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JOB NO.

NI-AFU-86-34

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

DATE RECEIVED

2/6/86

1. FROM (Agency or establishment)

DEPARTMENT OF THE AIR FORCE

2. MAJOR SUBDIVISION

DIRECTORATE OF ADMINISTRATION, HQ USAF

3. MINOR SUBDIVISION

RECORDS MANAGEMENT BRANCH

4. NAME OF PERSON WITH WHOM TO CONFER

MRS GRACE T. ROWE

5. TELEPHONE EXT.

694-3527

DATE

4-29-86

ARCHIVIST OF THE UNITED STATES

*James S. Burke*

6. CERTIFICATE OF AGENCY REPRESENTATIVE

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disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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

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

23 JAN 1986

C. SIGNATURE OF AGENCY REPRESENTATIVE

*Grace T Rowe*

D. TITLE

GRACE T. ROWE  
Records Management Branch  
Directorate of Administration

7. ITEM NO.

1

8. DESCRIPTION OF ITEM  
(With Inclusive Dates or Retention Periods)

Real Property Management (Table 87-1)  
(Applicable Air Force-wide)

The purpose of this submission is to add rule 8 to cover the annual summary of real property transactions (\$5,000 - \$100,000), RCS: DD-MIL(A)1275. The disposition is "destroy after 3 years." The report is an annual report. Holding for 3 years will allow for trend analysis and other administrative uses of the report.

9. GRS OR SUPERSEDED JOB CITATION

10. ACTION TAKEN (NARS USE ONLY)

Copies: AF, ~~NAF~~

Rev 5/2/86

(1 item)

TABLE 87-10 Real Property Management

R U L E	A	B	C	D
	If documents are or pertain to	consisting of	which are	then
8 *	Annual summary of real property transfer actions	Annual summaries of all real property acquisitions and disposals that involve an estimated volume of more than \$5,000 - \$100,000 each (RCS: DD-MIL(A)1275)		destroy after 3 years