

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

LEAVE BLANK

JOB NO. *NT-AFU-86-36*

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

DATE RECEIVED
2/12/86

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disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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

5. TELEPHONE EXT.

DATE

ARCHIVIST OF THE UNITED STATES

Mr Jon Updike

694-3431

4-28-86

Francis S. Bump

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.

8. DATE

C. SIGNATURE OF AGENCY REPRESENTATIVE

D. TITLE

24 JAN 1986

Inace T Rowe

GRACE T. ROWE
Records Management Branch
Directorate of Administration

7. ITEM NO.

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

9. GRS OR SUPERSEDED JOB CITATION

10. ACTION TAKEN (NARS USE ONLY)

Vehicle Operations Records (T77-2)
Applicable Air Force Wide

NC1-AFU-77-39

1 item

JUSTIFICATION FOR CHANGE TO TABLE 77-2

This change adds a rule in order to provide a specific retention for forms used to request transportation services. These forms are normally needed for 3 months. However, they may have to be retained for up to 12 months at various sites when the Air Force Management Engineering Agency requires them as background for manpower standards studies.

TABLE 77-2

R U L E	A	B	C	D
	If documents are or pertain to	consisting of	which are	then
22	transportation requests	AF Form 868 and other related records	at issuing offices	retain for 3 months, or until no longer needed, whichever is later.

AT2H3