REQUEST FOR RECORDS DISPOSITION AUTHORITY

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

FROM (Name and Address)
DEPARTMENT OF THE AIR FORCE
DIRECTORATE OF ADMINISTRATION
RECORDS MANAGEMENT BRANCH

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
24 JAN 1986

C. SIGNATURE OF AGENCY REPRESENTATIVE
GRACE T. ROWE
Records Management Branch
Directorate of Administration

<table>
<thead>
<tr>
<th>ITEM NO.</th>
<th>DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)</th>
<th>9. SOUR OF SUPERSEDED JOB CITATION</th>
<th>10. ACTION TAKEN (NARS USE ONLY)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Vehicle Operations Records (T77-2) Applicable Air Force Wide</td>
<td>NCI- AFU-77-39</td>
<td></td>
</tr>
</tbody>
</table>
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>
<thead>
<tr>
<th>RULE</th>
<th>A</th>
<th>B</th>
<th>C</th>
<th>D</th>
</tr>
</thead>
<tbody>
<tr>
<td>22</td>
<td>transportation requests</td>
<td>AF Form 868 and other related records</td>
<td>at issuing offices</td>
<td>retain for 3 months, or until no longer needed, whichever is later.</td>
</tr>
</tbody>
</table>