

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

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JOB NO. **NI-AF4-86-39**

DATE RECEIVED **2/21/86**

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

1. FROM (Agency or establishment)
DEPARTMENT OF THE AIR FORCE, HQ USAF

2. MAJOR SUBDIVISION
Directorate of Administration

3. MINOR SUBDIVISION
Records Management Branch

4. NAME OF PERSON WITH WHOM TO CONFER
Grace T. Rowe

5. TELEPHONE EXT. DATE
694-3527

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disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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

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
20 FEB 1986

C. SIGNATURE OF AGENCY REPRESENTATIVE
Grace T Rowe

D. TITLE
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 GRS OR SUPERSEDED JOB CITATION	10.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>Personal Property Movement and Storage (Table 75.3-1) (Applicable Air Force-wide)</p> <p>The purpose of this submission is to add rule 2.1 to cover alphabetically arranged case files on the shipment and temporary storage of household goods, mobile homes and unaccompanied baggage. The records are non-permanent case files which are forwarded to a Joint Personal Property Shipping Office (JPSSO) Central Personnel Property Shipping Office (CPPSO) or a Central Booking Office (CBO). The recommended disposition is "destroy after 6 months."</p>	NC1-AFU-80-36	

Withdrawn



TABLE 75-3.1

R U L E	A	B	C	D
	If documents are or pertain to	consisting of	which are	then
2.1	Personal Property Shipment Records	Alphabetically arranged case files on the shipment and temporary storage of household goods, mobile homes and unaccompanied baggage.	Documents on nonpermanent case files which are forwarded to a Joint Personal Property Shipping Office (JPPSO) Central Personal Property Shipping Office (CPPSO), or a Central Booking Office (CBO).	Destroy after 6 months.