

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. NI-AFG-86-48	DATE RECEIVED 4/11/86
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 USC 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disposal request, including amendments is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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 Neil Vandergraaf	5. TELEPHONE EXT. 694-3494	DATE 7-2-86	ARCHIVIST OF THE UNITED STATES <i>Frank B. Bunde</i>

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 B of the GAO Manual for Guidance of Federal Agencies, is attached

A. GAO concurrence. is attached, or is unnecessary.

B. DATE 20 MAR 1986	C. SIGNATURE OF AGENCY REPRESENTATIVE <i>Grace T. Rowe</i> Records Management Branch Directorate of Administration	D. TITLE <i>Grace T. Rowe</i>
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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	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN 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>(INARS USE ONLY)</i>
1	LEDGERS, JOURNALS, LISTINGS, AND REPORTS (T177-6) (Applicable Air Force-wide) The attached is submitted to change AFR 12-50, Table 177-6	NN-170-33	

JUSTIFICATION TO ACCOMPANY SF-115 ON TABLE 177-6, RULE 3

Currently, the Daily Audit lists are covered under rule 2 with a disposition of "destroy after 6 months." While the 6 months is appropriate for all other listings, it is too long for the daily lists. Therefore, we propose to split the daily lists from rule 2 and create a new rule 3 to cover the daily lists with a disposition of "destroy after one month." The proposed disposition will adequately satisfy Air Force requirements.

Table 177-6

LEDGERS, JOURNALS, LISTINGS, AND REPORTS

R U L E	A	B	C	D
	If documents are or pertain to	consisting of	which are	then
* 3	daily audit lists	reconciled mechanical lists		destroy after one month