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| 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-AFU-86-69 | DATE RECEIVED 9/16/86 |
| 1. FROM (Agency or establishment) DEPARTMENT OF THE AIR FORCE, HQ USAF | | 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disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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 Grace T. Rowe | 5. TELEPHONE EXT. 694-3527 | DATE 12-10-86 | ARCHIVIST OF THE UNITED STATES <i>[Signature]</i> |
| 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 the 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.

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| B. DATE 09 SEP 1986 | C. SIGNATURE OF AGENCY REPRESENTATIVE <i>Grace T Rowe</i> | D. TITLE GRACE T. ROWE Records Management Branch Directorate of Administration |
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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 GRS OR SUPERSEDED JOB CITATION | 10.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>(NARS USE ONLY)</i> |
|-----------------|--|--|---|
| <i>1</i> | <p>On/Off - Base Housing Records (Table 90-3) (Applicable Air Force-wide)</p> <p>The purpose of this submission is to establish a new Rule 11.1 for the reservation forms, AF Forms 2506, Reservation for Individuals and AF Forms 2507, Reservation for Groups. These forms were formerly included in Rule 11. We are deleting the word "reservation" in column B of Rule 11. It has been determined that these forms (used several thousand times daily throughout the Air Force world-wide) do not need to be held for 2 years before destruction. There is a cost in handling, packing, transporting to staging areas, and storing these forms prior to destruction which can be avoided by short term retention and disposition in the office areas. The ultimate disposal of the forms is with the billeting manager who can at his discretion determine when the proper disposal time is. Generally, the forms may be destroyed after the individuals/groups stay in the unaccompanied public housing. Sometimes there is a problem case that needs to be held for a longer period. The billeting manager should be allowed to determine which can be destroyed or for how long others may be retained.</p> <p>The change is as a result of a Model Installation Program recommendation, therefore, we request expeditious handling of this case. Request your approval.</p> <p>We refer to NARA job NI-AFU-86-24 approved 16 April 1986. We made a mistake in the Table number on this job. Rule 11 as approved is a new Rule for Table 90-1, Housing Records.</p> | | <i>1 item</i> |

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| REQUEST FOR RECORDS DISPOSITION AUTHORITY – CONTINUATION | | JOB NO. | PAGE |
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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>(NARS USE ONLY)</i> |
| | Please correct your job to show the correct table number. The justification is also incorrect. We need the questionnaires to determine bachelor housing requirements. | | |

TABLE 90-3 On/Off - Base Housing Records

| R U L E | A If documents are or pertain to | B consisting of | C which are | D then |
|------------------|--|---|---------------------------------|-------------------------------|
| 11.1 * | unaccompanied public housing | reservation forms AF Forms 2506 and 2507 | at AF base billeting offices | destroy when no longer needed |