

REQUEST FOR RECORDS DISPOSITION AUTHORITY <i>(See Instructions on reverse)</i>		LEAVE BLANK	
		JOB NO. N1-AFU-87-14	
TO: GENERAL SERVICES ADMINISTRATION NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408		DATE RECEIVED	
1. FROM <i>(Agency or establishment)</i> 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. 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disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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.	
3. MINOR SUBDIVISION Records Management Branch			
4. NAME OF PERSON WITH WHOM TO CONFER	5. TELEPHONE EXT.	DATE	ARCHIVIST OF THE UNITED STATES
Grace T. Rowe	694-3527	12-3-87	<i>Frank G. Burk</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 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 29 JAN 1987	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 GRS OR SUPERSEDED JOB CITATION	10.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>
1	Graphics (Table 95-5) (Applicable Air Force-wide) The purpose of this submission is to establish a new Table 95-5, Graphics. Present disposition of graphics under Table 11-1, Rule 12 are not designed for graphic functions and do not provide work order disposition. These new rules will allow retention of graphics materials which are required to fill immediate, recurring requirements. Graphics mentioned in Table 5-1 are the visual aids provided the customer. Table 95-5 refers to the records kept in the graphic shops.		

TABLE*95-5 Graphics

R U L E	A	B	C	D
	If documents are or pertain to	consisting of	which are	then
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1	original and master graphics and products, references and clip art	subject matter not desired for record		destroy when purpose has been served
2	duplicate products	used to fill recurring requirements		
3	drafts, samples for graphics products			
4	graphic work orders	work orders and related papers used to schedule work; document workload, materials used, manhours expended, and to prepare reports		destroy 18 months after monthly VI Workload Factors Report is prepared (see note)
<p><i>note: See Table 95-1, rule 11 for VI Workload Factors Report.</i></p>				