


REQUEST FOR RECORDS DISPOSITION AUTHORITY (See Instructions on reverse)		LEAVE BLANK	
TO: GENERAL SERVICES ADMINISTRATION NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408		JOB NO. NI-AFU-88-17	DATE RECEIVED 1/25/88
1. FROM (Agency or establishment) DEPARTMENT OF THE AIR FORCE		NOTIFICATION TO AGENCY	
2. MAJOR SUBDIVISION Directorate of Info Mgmt and Administration, SAF/AAD		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disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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 Information Management Policy Branch			
4. NAME OF PERSON WITH WHOM TO CONFER Mr. R. P. Dwyer	5. TELEPHONE EXT. 695-1667	DATE 4/28/88	ARCHIVIST OF THE UNITED STATES 

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

A. GAO concurrence: is attached; or is unnecessary.

6. DATE JAN 13 1988	C. SIGNATURE OF AGENCY REPRESENTATIVE 	D. TITLE GRACE T. ROWE Chief, Records Mgmt Policy Section Directorate of Info Mgmt and Admin
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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 GRS OR SUPERSEDED JOB CITATION	10.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	PROGRAM: ADMINISTRATION (Table 50-1) (Applicable Air Force-wide) Rule 1. Changed disposition of school quota/course project files to destroy after 3 months vice 6 months. Consolidated Base Personnel Offices (CBPOs), which hold the majority of these records, destroy them 3 months after a specific action (Table 35-4, Rule 22). As such, organizations "other than CBPOs" should also destroy these same records after three months.		

TABLE 50-1

PROGRAM ADMINISTRATION

R U L E	A	B	C	D
	If documents are or pertain to	consisting of	which are	then
1	school quotas/course project file	records concerning allotment of school quotas and ful- fillment thereof, including TDY relocation records	at other than CBPOs	*destroy after 3 months.