REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See instructions on reverse)

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

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

2. MAJOR SUBDIVISION
   Directorate of Info Mgmt and Administration, SAF/AAD

3. MINOR SUBDIVISION
   Information Management Policy Branch

4. NAME OF PERSON WITH WHOM TO CONFER
   Mr. R. P. Dwyer

5. TELEPHONE EXT.
   695-1667

6. ARCHIVIST OF THE UNITED STATES
   [Signature]

7. 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 [number of pages] 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
   JAN 3 1998

   C. SIGNATURE OF AGENCY REPRESENTATIVE
   [Signature]

   D. TITLE
   Chief, Records Mgmt Policy Section
   Directorate of Info Mgmt and Admin

   1. ITEM NO
   [ ]

   2. DESCRIPTION OF ITEM
   (With Include Dates or Retention Periods)
   PROGRAM ADMINISTRATION (Table 50-1)
   (Applicable Air Force-wide)

   1

   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>
<thead>
<tr>
<th>RULE</th>
<th>A</th>
<th>B</th>
<th>C</th>
<th>D</th>
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<tbody>
<tr>
<td>1</td>
<td>school quotas/course project file</td>
<td>records concerning allotment of school quotas and fulfillment thereof, including TDY relocation records</td>
<td>which are at other than CBPOs</td>
<td>then *destroy after 3 months.</td>
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