

<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b> <i>(See Instructions on reverse)</i>		LEAVE BLANK	
TO: GENERAL SERVICES ADMINISTRATION NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408		JOB NO. NI-AFU-88-18	DATE RECEIVED 1/25/88
1. FROM (Agency or establishment) DEPARTMENT OF THE AIR FORCE		NOTIFICATION TO AGENCY	
2. MAJOR SUBDIVISION Directorate of Information Management and 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disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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 Policy Section			
4. NAME OF PERSON WITH WHOM TO CONFER Neil Vandergraaf	5. TELEPHONE EXT. 694-3494	DATE 3/8/88	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 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 8 of the GAO Manual for Guidance of Federal Agencies, is attached.

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

B. DATE JAN 13 1988	C. SIGNATURE OF AGENCY REPRESENTATIVE 	D. TITLE GRACE T. ROWE Chief, Records Management Policy Section Directorate Information Mgt & 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 GRS OR SUPERSEDED JOB CITATION	10.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	MATERIEL MOVEMENT RECORDS (T75-4) (Applicable Air Force-wide)  The attached disposition recommendation is for your review and approval.	MN-17261	

TABLE 75-4

MATERIEL MOVEMENT RECORDS

R U L E	A	B	C	D
	IF DOCUMENTS ARE OR PERTAIN TO	CONSISTING OF	WHICH ARE	THEN
17	routing orders	requests for routing, route orders, confirmation on route orders, unit permit authorizations, and related correspondence		*destroy 5 years after expiration date shown on route order (EXCEPTION: destroy non-repetitive (one time) route orders with related bill of lading per rule 2).

JUSTIFICATION TO ACCOMPANY SF115 ON T75-4, RULE 17

The Air Force needs to make a minor modification to the disposition of routing orders per attached DLT. Current procedures call for the following disposition: "destroy after 5 years", with an exception. These routing orders contain an expiration date, usually falling into the following year. We need to make sure that transportation offices keep these orders for 5 years after the expiration date rather than the creation date.

Request your favorable reply.