REQUEST FOR RECORDS DISPOSITION AUTHORITY  
(See Instructions on reverse)

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

FROM (Agency or establishment):

DEPARTMENT OF THE AIR FORCE

MAJOR SUBDIVISION
Directorate of Information Management and Administration

MINOR SUBDIVISION
Records Management Policy Section

NAME OF PERSON WITH WHOM TO CONFER:
Neil Vandergraaf

TELEPHONE EXT:
694-3494

DATE
3/8/88

ARCHIVIST OF THE UNITED STATES

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disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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.

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
Grace T. Rowe

D. TITLE
Chief, Records Management Policy Section
Directorate Information Materiel Movement

7. ITEM NO.

8. DESCRIPTION OF ITEM
(MWith Inclusive Dates or Retention Periods)

MATERIEL MOVEMENT RECORDS (T75-4)
(Applicable Air Force-wide)

1 The attached disposition recommendation is for your review and approval.

9. GRS OR SUPERSEDED JOB CITATION

MN-172-61

115-108

Copy sent to agency

115-108

NSN 7540-00-634-4064

STANDARD FORM 115 (REV. 8-63): Prescribed by GSA
FPMR (41 CFR) 101-11 4
<table>
<thead>
<tr>
<th>RULE</th>
<th>A</th>
<th>B</th>
<th>C</th>
<th>D</th>
</tr>
</thead>
<tbody>
<tr>
<td>17</td>
<td>routing orders</td>
<td>requests for routing, route orders, confirmation on route orders, unit permit authorizations, and related correspondence</td>
<td>WHICH ARE</td>
<td>THEN 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).</td>
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</table>
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.