

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

LEAVE BLANK

JOB NO.

NFAFU 88-29

DATE RECEIVED

5-3-88

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

1. FROM (Agency or establishment)

DEPARTMENT OF THE AIR FORCE - HQ USAF

2. MAJOR SUBDIVISION

DIRECTORATE OF INFORMATION MANAGEMENT AND ADMINISTRATION

3. MINOR SUBDIVISION

RECORDS MANAGEMENT POLICY SECTION

4. NAME OF PERSON WITH WHOM TO CONFER

Pierre J. Jost

5. TELEPHONE EXT.

694-3527

DATE

7/18/88

ARCHIVIST OF THE UNITED STATES



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disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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

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

APR 28 1988

C. SIGNATURE OF AGENCY REPRESENTATIVE

Grace T Rowe

D. TITLE

GRACE T. ROWE, Chief, Rec Mgt Policy Section
Directorate of Information Mgt and Admin

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 GRS OR SUPERSEDED JOB CITATION	10.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	<p>PERSONAL AFFAIRS RECORDS (T211-1, R6) (Applicable Air Force-wide)</p> <p>The purpose of this request is to change the disposition instructions of the solicitation case files records. The present rule states that the records are to be destroyed after 1 year. However, the office of primary responsibility (OPR) feels that the records should be maintained for 3 years or when no longer needed as dictated by the installation commander.</p> <p>JUSTIFICATION: Local commanders are responsible for establishing procedures to control private commercial solicitations on their respective installations. These procedures vary and may be accomplished by base regulations/supplements, policy letters, requiring individual letters of authorization, or any other means as deemed appropriate by the commander.</p> <p>Request you approve this request.</p>		

TABLE 211-1 - PERSONAL AFFAIRS RECORDS

N U I. E.	A	B	C	D
	If documents are or pertain to	consisting of	which are	then
*6	solicitation case files	letters of accreditation, applications, statements of understanding, valid licenses, letters of authorization, sales reports, operational records, records of violations and suspensions accumulated in connection with the conduct of commercial transactions with AF members at AF installations		destroy after 3 years or when no longer needed as dictated by the installation commander, <i>which ever IS SOONER.</i>