

**REQUEST FOR RECORDS DISPOSITION AUTHORITY**  
(See Instructions on reverse)

LEAVE BLANK

JOB NO. *NI AFU-88-33*

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

DATE RECEIVED  
*5-10-88*

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

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disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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

2. MAJOR SUBDIVISION  
**Directorate of Information Management and Administration**

3. MINOR SUBDIVISION  
**Records Management Policy Section**

4. NAME OF PERSON WITH WHOM TO CONFER  
**Grace T. Rowe**

5. TELEPHONE EXT.  
**694-3494**

DATE *7/18/88* ARCHIVIST OF THE UNITED STATES  
*[Signature]*

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 <b>MAY 04 1988</b>	C. SIGNATURE OF AGENCY REPRESENTATIVE <i>Grace T Rowe</i>	D. TITLE <b>GRACE T. ROWE Chief, Records Management Policy Section Directorate Information Mgt &amp; Administration</b>
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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 GRS OR SUPERSEDED JOB CITATION	10.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)
	<b>Morale, Welfare and Recreation (Table 215-1) (Applicable Air Force-wide)</b>		
1	Rule 11 is a new rule and covers the AF excess surplus property consisting of issue slips, supply loan receipts that involve excess property received from the Defense Reutilization and Marketing Office(DRMO) and retained at the Morale Welfare Recreation(MWR) Supply Branch. Disposition is destroy after property is turned in to DRMO.		
2	Rule 12 is a new rule and covers registers of control numbers, expandable issue registers, and turn-in slips retained at the MWR Supply Branch. Disposition is destroy after 2 years.  Recommend approval of these rules.		

Morale, Welfare and Recreation

Table 215-1

R U L E	A	B	C	D
	if records are or pertain to	consisting	which are	then
11	AF excess/ surplus property	issue slips, supply loan receipts that involve excess property re- ceived from DRMO	at MWR Supply branch	retain until property is turned in to DRMO
12		registers of control numbers, expendable issue registers, turn- in slips		destroy after 2 years