

REQUEST FOR RECORDS DISPOSITION AUTHORITY

(See Instructions on reverse)

LEAVE BLANK

JOB NO.

NI-AFU-88-49

DATE RECEIVED

8-22-88

NOTIFICATION TO AGENCY

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request, including amendments, is approved, except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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

DATE

ARCHIVIST OF THE UNITED STATES

8/30/88 *Claudia J. Weir*

**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

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 TWO 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 AUG 15 1988	C. SIGNATURE OF AGENCY REPRESENTATIVE <i>Grace T. Rowe</i>	D. TITLE GRACE T. ROWE, Chief, Rec Mgt Policy Sect Directorate of Information Mgt and Admin
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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 GRS OR SUPERSEDED JOB CITATION	10.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 (INARS USE ONLY)
1	<p align="center">REPROGRAPHICS (Table 6-1) (Applicable Air Force-wide)</p> <p>The purpose of this request is to change the disposition instructions of the forms used in duplicating and micrographics activities to show that the job was completed and that it was returned to the requester. The present disposition is "destroy 1 month after job completed." We asked the Air Force Printing Management Branch responsible for reprographics services to give us their opinion and they concluded that, for administrative reasons, the records should be retained for ninety (90) days after job is completed. To conform with our regulation, we changed "ninety (90) days" to read "3 months".</p> <p>Request you approve this change.</p>		

TABLE 6-1

TITLE OF TABLE
REPROGRAPHICS

R U L E	A If the records are or pertain to	B consisting of	C which are	D then
*8	in-plant services	forms, including requisitions, and correspondence for dupli- cating or micrographics work	at duplicating and micrographics activities	destroy 3 months after job is completed