

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

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JOB NO. **NI-AFU-89-2**

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

DATE RECEIVED **12-14-88**

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

**NOTIFICATION TO AGENCY**

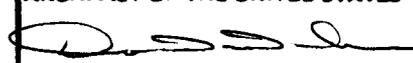
2. MAJOR SUBDIVISION  
**Directorate of Info Mgmt and Administration, SAF/AAD**

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disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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

3. MINOR SUBDIVISION  
**Information Management Policy Branch**

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

5. TELEPHONE EXT.  
**694-3527**

DATE **12/2/88** 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 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 B of the GAO Manual for Guidance of Federal Agencies, is attached.

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

B. DATE <b>12 DEC 1988</b>	C. SIGNATURE OF AGENCY REPRESENTATIVE <i>Grace T Rowe</i>	D. TITLE Grace T. Rowe Chief, Records Mgmt Policy Section Directorate of Info Mgmt and Admin
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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 GRS OR SUPERSEDED JOB CITATION	10.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)
1	<p>PURCHASE REQUEST RECORDS (Table 70-3) (Applicable Air Force-wide)</p> <p>Rule 3. Changed the disposition of Purchase Requests/Military Interdepartmental Purchase Requests (PRs/MIPRs) and project order case files at PR/MIPR and project order control offices to 2 years after contract is closed vice 2 years after award of the contract. Reason is that Air Force issues contract modifications frequently after the contract is awarded because parts or items are not received at their appropriate destination. This results in considerable time and follow-up action until resolved. Also, on occasion, Air Force retrieves excess money from the procuring activity for various contract changes after close-out of the contract, which requires keeping these records longer to process PR/MIPR decreases of funds.</p>	NN-172-76	

TABLE 70-3

PURCHASE REQUEST RECORDS

R U L E	A	B	C	D
	If records are	consisting of	which are	then
3	AF-originated PRs/MIPRs and project orders	PRs/MIPRs and project order case files	at responsible PR/MIPR and project order control offices within requiring activities	*destroy 2 years after contract is closed.