

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

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JOB NO. NI-AFU-90-11

DATE RECEIVED 11/21/89

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

3/5/90

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disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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

**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 B of the GAO Manual for Guidance of Federal Agencies, is attached.

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

6. DATE

NOV 08 1989

C. SIGNATURE OF AGENCY REPRESENTATIVE

*Grace T. Rowe*

D. TITLE

GRACE T. ROWE, Chief, Rcds Mgt Policy Sec  
Directorate of Info Mgt and Administration

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 GRS OR SUPERSEDED JOB CITATION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)

PUBLICATIONS AND FORMS REQUIREMENTS  
AND DISTRIBUTION  
(TABLE 7-1, RULES 8 AND 9)  
(APPLICABLE AIR FORCE-WIDE)

1 Attached is a sample of a table format recommended by one of our major commands for records on customer account representatives and their alternates designated on AF Form 1846, Request for and Record of Customer Account Representative Designation, and maintained by the Publications Distribution Offices (PDO) on each Air Force Base (Rule 8). Destroy all other copies not maintained by the PDOs when superseded, obsolete, or no longer needed (Rule 9). Presently, an individual can issue accountable forms, be transferred, and leave no audit trail for that transaction. These two rules will provide an audit trail for accountable forms issuance.

Request you approve these two rules.

Table 7-1

PUBLICATIONS AND FORMS REQUIREMENTS AND DISTRIBUTION

R U L E	A	B	C	D
	If the records are or pertain to	consisting of	which are	then
1-7	NC	NC	NC	NC
8	Request for and record of customer account representative designation (AF Form 1846).	appointments of primary and alternate CARs and sub-account representatives	at PDOs when receipt of accountable forms is authorized	destroy 2 years after appointment is superseded or rescinded (see note 3).
9			all other copies	destroy when superseded, obsolete, or no longer needed.