

REQUEST FOR RECORDS DISPOSITION AUTHORITY

(See Instructions on reverse)

LEAVE BLANK

JOB NO.

NI-AFU-90-14

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

DATE RECEIVED

12/20/89

1. FROM (Agency or establishment)

NOTIFICATION TO AGENCY

DEPARTMENT OF THE AIR FORCE - HQ USAF

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disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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

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

1/2/90

ARCHIVIST OF THE UNITED STATES

Clausen

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.

B. DATE

13 DEC 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 Inclusion Dates or Retention Periods)

9. GRS OR SUPERSEDED JOB CITATION

10. ACTION TAKEN (NARS USE ONLY)

**TABLE OF ALLOWANCE/AUTHORIZATION RECORDS
(TABLE 67-5, RULE 7)
(APPLICABLE AIR FORCE-WIDE)**

1 One of our Major Commands asked us to change the rule pertaining to the disposition of the approved copies of allowance/authorization change requests and custodian request/receipt because the present disposition is open to interpretation. The recommended change clarifies the disposition instructions.

Request you approve these this rule for inclusion in our disposition standards regulation.

TABLE 67-5

TABLE OF ALLOWANCE/AUTHORIZATION RECORDS

R U L E	A	B	C	D
	If the records are or pertain to	consisting of	which are	then
7	allowance/authori- zation change requests and custodian request/ receipt (see note)	copies approved under temporary loan authority or pertain to rental of equipment		destroy upon termina- tion of temporary loan (ASC 897)/rental agreement