


REQUEST FOR RECORDS DISPOSITION AUTHORITY <i>(See Instructions on reverse)</i>		LEAVE BLANK	
TO: GENERAL SERVICES ADMINISTRATION NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408		JOB NO.	N1-AFU-91-4
		DATE RECEIVED	10-16-90
1. FROM (Agency or establishment) DEPARTMENT OF THE AIR FORCE		NOTIFICATION TO AGENCY	
2. MAJOR SUBDIVISION Directorate of Information Management		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disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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 Policy Division, SAF/AAIA			
4. NAME OF PERSON WITH WHOM TO CONFER Mr. R. P. Dwyer	5. TELEPHONE EXT. 703-614-3494	DATE 12/19/90	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 8 of the GAO Manual for Guidance of Federal Agencies, is attached

A GAO concurrence. is attached, or is unnecessary

B. DATE 15 OCT 1990	C. SIGNATURE OF AGENCY REPRESENTATIVE 	D. TITLE GRACE T. ROWE Chief, Records Mgmt Policy Branch Directorate of Information Mgmt
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7 ITEM NO	B DESCRIPTION OF ITEM <i>(With Inclusive Dates or Retention Periods)</i>	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN <i>(NARS USE ONLY)</i>
1	<p>GRAPHICS (Table 700-25) (Applicable Air Force-wide)</p> <p>Rule 4. Changed the disposition of graphic work orders to "destroy 1 year after monthly VI Support Center Workload Report is prepared" vice "destroy 18 months after monthly Base VI Support Center Workload Report is prepared." These work orders serve no purpose after 1 year, and a record of the form's pertinent data is recorded on the VI Support Center Workload Report (Table 700-21, Rule 13). We also changed the description to state the title of form used to request VI (graphic) support, and deleted how these graphic work orders are used.</p> <p>(Tables 700-21 thru 700-25 replace Tables 95-1 thru 95-5. We forwarded Tables 700-21, 700-22 and 700-24 to NARA which were approved, but did not send Tables 700-23 and 700-25 to NARA as they were essentially a cross-over from one table series to another with no disposition changes. The above NARA job number is the one NARA assigned when we added Table 95-5 to AFR 12-50, Volume II in 1987.)</p>	N1-AFU-87-14	

AF/SCMV (MSGT MANNING) Copy

TABLE 700-25				
GRAPHICS				
R U L E	A	B	C	D
	If records are	consisting of	which are	then
4	graphic work orders	*Visual Information Support Request (AF Form 833) and related records		*destroy 1 year after monthly VI Support Center Workload Report is prepared (note).

NOTE: See Table 700-21 for Visual Information Support Center Workload Report.