REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

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

FROM (Agency or establishment):
DEPARTMENT OF THE AIR FORCE

MAJOR SUBDIVISION:
DIRECTORATE OF INFORMATION MANAGEMENT

MINOR SUBDIVISION:
RECORDS MANAGEMENT POLICY BRANCH

NAME OF PERSON WITH WHOM TO CONFER:
Pierre J. Jost

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 under 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.

GAO concurrence □ is attached, or □ is unnecessary

DATE: 15 APR 1991
SIGNATURE OF AGENCY REPRESENTATIVE: (REV)

8 DESCRIPTION OF ITEM
(TABLE 67-5 RULES 4 AND 11)
(APPLICABLE AIR FORCE-WIDE)

<table>
<thead>
<tr>
<th>ITEM NO</th>
<th>DESCRIPTION OF ITEM</th>
<th>TABLE OF ALLOWANCE/AUTHORIZATION RECORDS</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Our office of primary responsibility for the &quot;ALLOWANCE/AUTHORIZATION CHANGE REQUESTS AND CUSTODIAN REQUEST/RECEIPT&quot; records wants to revert back to the original disposition instructions for the approved and disapproved copies. (See attached table format). Justification: New policy on the management of Custodian Authorization/Custodian Receipt List (CA/CRL) has extended the interval between CA/CRL production and certification. CA/CRLs are now produced on a change of custodian, or when required by management. The maintenance of all locally approved AF Forms 601 by the Equipment Management Section for such lengthy periods is not considered to be cost effective, nor does it contribute to base equipment management. Request you approve these changes.</td>
<td></td>
</tr>
</tbody>
</table>

Copies sent to agency 8/21/1991
<table>
<thead>
<tr>
<th>RULE</th>
<th>A</th>
<th>B</th>
<th>C</th>
<th>D</th>
</tr>
</thead>
<tbody>
<tr>
<td>*4</td>
<td>If the records are or pertain to allowance/authorization change requests and custodian request/receipt</td>
<td>consisting of approved copies which are within established allowance and approval authority is wing level or lower, do not require approval under temporary authority, miscellaneous allowance source codes specified in section a, AFR 0-10, do not recommend changes to allowance documents, and copies used for other than requesting changes in authorizations</td>
<td>which are at Equipment Management Section, Base Supply</td>
<td>then destroy after notifying the custodian and all processing actions are complete.</td>
</tr>
<tr>
<td>5 thru 10</td>
<td>NO CHANGE</td>
<td>NO CHANGE</td>
<td>NO CHANGE</td>
<td>NO CHANGE</td>
</tr>
<tr>
<td>*11</td>
<td>allowance/authorization change requests and custodian request/receipt</td>
<td>disapproved copies</td>
<td>at Equipment Management Section, Base Supply</td>
<td>destroy after notifying the custodian and all processing actions are complete.</td>
</tr>
</tbody>
</table>