

REQUEST FOR RECORDS DISPOSITION AUTHORITY <i>(See Instructions on reverse)</i>		LEAVE BLANK (NARA use only)	
TO NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		JOB NUMBER <i>NI-AFU-92-10</i>	DATE RECEIVED <i>10-21-91</i>
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. 3303a the disposition request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	
3. MINOR SUBDIVISION Records Management Policy Branch			
4. NAME OF PERSON WITH WHOM TO CONFER CHARLES LUPSA	5. TELEPHONE 703-614-3527	DATE <i>2/3/92</i>	ARCHIVIST OF THE UNITED STATES 
6. AGENCY CERTIFICATION I hereby certify that I am authorized to act for this agency in matters pertaining to the disposition of its records and that the records proposed for disposal on the attached <u>2</u> 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, under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies, <input checked="" type="checkbox"/> is not required; <input type="checkbox"/> is attached; or <input type="checkbox"/> has been requested.			
DATE 10 OCT 1991	SIGNATURE OF AGENCY REPRESENTATIVE <i>Grace T Rowe</i>	TITLE GRACE T. ROWE Records Mgt Policy Branch Directorate of Info Mgt	
7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
1	RESERVE FORCES (Table 45-1) (Applicable Air Force-wide) The purpose of this submission is to add rules 11 and 12 to the table. The office of primary responsibility has determined that these records are required as authorization for reserve personnel overages, overgrades, and undergrade authorizations. They must be reviewed every 2 years, at which point the obsolete letters can be destroyed, or if the authorization is still required, a reapplication for a waiver must be processed.		
<i>Copy sent to agency 2/5/92</i>			

Table 45-1 |
RESERVE FORCES |

R	A	B	C	D
U				
L	If the records	consisting of	which are	then
E	are or pertain to	authorization letters	at military	review every 2
11	Overgrades/ Undergrades		personnel	years, then destroy
			offices	those authoriza-
				tion letters which
				are no longer ap-
				plicable, or reap-
				ply for a waiver.
12	Overages (excluding medical officers)			