

# INACTIVE - ALL ITEMS SUPERSEDED OR OBSOLETE

## **Schedule Number: NC-174-000196**

All items in this schedule are inactive. Items are either obsolete or have been superseded by newer NARA approved records schedules.

### Description:

Item 11/2/3.1 was superseded by NC-AFU-76-008 / 11/2/3.1.

In 1989, Air Force submitted N1-AFU-90-003 to cover all of their temporary items in AFR 12-50, Volume II, Disposition of Air Force Records (dated 1987) under a single job number. This schedule contains only temporary items and predates the 1987 manual. It is assumed that all items not previously superseded were superseded by N1-AFU-90-003.

**REQUEST FOR AUTHORITY  
TO DISPOSE OF RECORDS**

*(See Instructions on Reverse)*

*2 items* *Air Force Unit*

**TO: GENERAL SERVICES ADMINISTRATION,  
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, D.C. 20408**

<b>LEAVE BLANK</b>	
DATE RECEIVED <b>APR 3 1974</b>	JOB NO.
<b>NC 174-196</b>	
NOTIFICATION TO AGENCY	
<p>In accordance with the provisions of 44 U.S.C. 3303a the disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "with-drawn" in column 10.</p>	
<i>4-12-74</i> Date	<i>James B. Rhoads</i> Archivist of the United States

1. FROM (AGENCY OR ESTABLISHMENT) <b>DEPARTMENT OF THE AIR FORCE, HQ USAF</b>	
2. MAJOR SUBDIVISION <b>Directorate of Administration</b>	
3. MINOR SUBDIVISION <b>Documentation Systems Division</b>	
4. NAME OF PERSON WITH WHOM TO CONFER <b>Mr. K. J. Bilek</b>	5. TEL. EXT. <b>11/29209</b>
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 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified.

**HERBERT G. GEIGER, Chief  
Documentation Systems Division  
Directorate of Administration**

**2 APR 1974** *Herbert G. Geiger*

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
1.	<p align="center"><b>ADMINISTRATIVE RECORDS (11-2) (Applicable Air Force-wide)</b></p> <p>See attached table 11-2, rules 3.1 and 3.2 which provide disposition instructions for Congressional travel documentation. The recommended retention period will adequately serve all administrative and legal purposes of the Air Force.</p>	<p>DLT 11-2 R3.1 &amp; 3.2</p>	

*Copy sent to agency 4/19/74 R.*

**TABLE 11-2**

**ADMINISTRATIVE RECORDS**

R U L E	A	B	C	D
	If documents are or pertain to	consisting of	which are	then
1				
2				
3				
3.1 ★	congressional travel	letters, request for travel orders, messages, trip reports, and related data and attachments pertaining to Congressional travel sponsored by the Department of the Air Force	at Director of Legislative Liaison SAFLL	destroy after 3 years.
3.2 ★			at all other activities	destroy after 1 year (Exception: when used as background for case files, then disposition will be same as the files they support).
4				
5				

10-26.1