REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS
(See Instructions on Reverse)

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

1. FROM (AGENCY OR ESTABLISHMENT)
DEPARTMENT OF THE AIR FORCE

2. MAJOR SUBDIVISION
DIRECTORATE OF ADMINISTRATION

3. MINOR SUBDIVISION
DOCUMENTATION SYSTEMS DIVISION

4. NAME OF PERSON WITH WHOM TO CONFER
Mr. C. J. Phillips

5. TEL. EXT.
11-29209

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.

Date
16 JUL 1974

Herbert G. Geiger
(Signature of Agency Representative)
Directorate of Administration

7. ITEM NO.
8. DESCRIPTION OF ITEM
(With Inclusive Dates or Retention Periods)

NAF FINANCIAL MANAGEMENT RECORDS (TABLE 176-3)
(Applicable Air Force-wide)

The purpose of this submission is to reduce the retention period for bowling alley scoresheets from 6 months to 1 month as indicated on the attached table. Daily totals from the sheets are entered on a recap sheet and turned in to the Fiscal Control Officer. The sheets are then stored until the end of the month and then transferred to a records staging area to be held for the 6 month retention period. Adoption of proposed disposition criteria would eliminate workload involved in transferring documents to a staging area, as well as workload involved in staging area in destruction of documents after expiration of retention period.

9. SAMPLE OR JOB NO.
10. ACTION TAKEN
NN 170-33
<table>
<thead>
<tr>
<th>Rule</th>
<th>A</th>
<th>B</th>
<th>C</th>
<th>D</th>
</tr>
</thead>
<tbody>
<tr>
<td>45</td>
<td>Collection Sheets and Fee Registers</td>
<td>Bowling Alley Score Sheets</td>
<td>which are</td>
<td>Destroy after 1 month</td>
</tr>
<tr>
<td></td>
<td>If documents are or pertain to</td>
<td>consisting of</td>
<td>then</td>
<td></td>
</tr>
</tbody>
</table>