

**REQUEST FOR AUTHORITY  
TO DISPOSE OF RECORDS**

(See Instructions on Reverse)

*AFU*

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

LEAVE BLANK	
DATE RECEIVED NOV 6 1974	JOB NO NC-AFU-75-12
NOTIFICATION TO AGENCY	
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	
11-12-74 <i>James E. O'Neill</i> (Date) <i>Acting</i> Archivist of the United States	

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

2. MAJOR SUBDIVISION  
Directorate of Administration

3. MINOR SUBDIVISION  
Documentation Systems Division

4. NAME OF PERSON WITH WHOM TO CONFER

Mr. C. C. Ratcliffe

5. TEL EXT

11-29219

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

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

5 NOV 1974

*Herbert G. Geiger*  
(Signature of Agency Representative)

Date

(Title)

7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10. ACTION TAKEN
	<p>CLASSIFICATION AND ASSIGNMENT RECORDS (35-4)</p> <p>(Applicable Air Force-wide)</p> <p>Clearance Records. The attached change to AFM 12-50, table 35-4, rule 22 is to provide more adequate disposal standards for in-processing clearance records. At present both in and out processing records are maintained for six months. The proposed rule 22.1 would allow units to destroy in-processing records which have no value once all the incoming documents of the field personnel records and relocation actions are completed. Rule 22 would be changed to include only out-processing forms. The proposed disposition of destroy when all relocatable documents are present and accounted for is considered adequate for Air Force needs.</p>	<p>NN-170-33 35-4-22</p>	

*Copy to Agency 11/15/74*