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.
11-29232

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.

15 Nov 1974

Herbert C. Steiger
(Signature of Agency Representative)

<table>
<thead>
<tr>
<th>ITEM NO</th>
<th>DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)</th>
<th>SAMPLE OR JOB NO</th>
<th>ACTION TAKEN</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>GROUND C-E FACILITY PROGRAMMING, PLANS AND TECHNICAL RECORDS (TABLE 100-4) (Applicable Air Force-wide)</td>
<td></td>
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<tr>
<td></td>
<td>Proposed change reduces the retention period of communications-electronics-meteorological board (CEMB) documentation in the office of primary responsibility from permanent to two years. Current prescribing directive (AFM 100-18) requires annual review of all command/base telecommunications services and the minutes of board meetings remain current as authority for actions. Proposed rule 10 replaces documentation formerly covered in rule 7 which was inadvertently dropped from the table when Change 13 to AFM 12-50 was published.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

STANDARD FORM 115
Revised January 1973
Prescribed by General Services Administration
FPMA (41 CFR) 101-114
<table>
<thead>
<tr>
<th>Rule</th>
<th>If documents are or pertain to</th>
<th>Consisting of</th>
<th>Which are at</th>
<th>Then</th>
</tr>
</thead>
<tbody>
<tr>
<td>10</td>
<td>communications-electronics (C-E) program status reports</td>
<td>controlled and uncontrolled reports related to a specific program or several programs</td>
<td>office of primary responsibility</td>
<td>destroy 6 months after date of document or when superseded by a later document, whichever is later.</td>
</tr>
<tr>
<td>19</td>
<td>communications-electronics meteorological board (CEMB)</td>
<td>*agenda, minutes of meetings, and related documents</td>
<td>*destroy after 2 years.</td>
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</tr>
</tbody>
</table>

Proposed rule 10 was formerly rule 7 and was inadvertently dropped when change 13 was printed.