

REQUEST FOR AUTHORITY
TO DISPOSE OF RECORDS

(See Instructions on Reverse)

AFLC

LEAVE BLANK	
DATE RECEIVED JAN 22 1975	JOB NO. NC-AFLC-75-39
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.	
2-5-75	<i>James B. Woods</i> Archivist of the United States

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.

14 JAN 1975

Herbert G. Geiger

HENRY A. BENDER, Chief
Documentation Systems Division
Directorate of Administration

Date

(Signature of Agency Representative)

(Title)

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	<p>PROGRAM CONTROL FILES (Table 170-1)</p> <p>The purpose of this submission is to establish disposition criteria for uniform commutation documentation. Under this system the Air Force pays a monetary allowance to the institution at prescribed rates for each enrolled cadet. The institution purchases uniforms and insignia and issues them to cadets. These uniforms are not government property. Accountability procedures are prescribed by the institution. Commutation is a monetary payment made by the government in lieu of supplies or services which the government is otherwise bound by law or regulation to provide. Such funds are provided for specific purposes. The government will require refund of excess unexpended funds and funds which are expended for unauthorized purposes.</p> <p>(Copy being furnished concurrently to GAO)</p>		

Copy to Agency 2/10/75

TABLE 170-1 (Continued)

R U L E	A	B	C	D
	If documents are or pertain to	consisting of	which are at	then
3 *	uniform commutation	commutation rates, uniform conversions, reports and vouchers on commutation funds	AFROTC	destroy after 2 years.