

REQUEST FOR AUTHORITY
TO DISPOSE OF RECORDS

(See Instructions on Reverse)

AFU

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

| LEAVE BLANK | |
|--|--|
| DATE RECEIVED FEB 12 1975 | JOB NO NC - AFU-75-52 |
| 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 | |
| 2-21-75 (Date) | <i>James B. Rhoads</i> Archivist of the United States |

- FROM (AGENCY OR ESTABLISHMENT)
DEPARTMENT OF THE AIR FORCE
- MAJOR SUBDIVISION
Directorate of Administration
- MINOR SUBDIVISION
Documentation Systems Division
- NAME OF PERSON WITH WHOM TO CONFER
Mr. K. J. Bilek
- CERTIFICATE OF AGENCY REPRESENTATIVE

5. TEL EXT.
11/29209

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

10 FEB 1975

Herbert G. Geiger
(Signature of Agency Representative)

Documentation Systems Division
Directorate of Administration

| 7. ITEM NO | 8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods) | 9. SAMPLE OR JOB NO | 10. ACTION TAKEN |
|------------|--|---|------------------|
| 1 | MANPOWER AND ORGANIZATION RECORDS (26-1) (Applicable Air Force-Wide) See attached table 26-1, rules 14.1 and 14.2 which provides disposition instructions for manpower authorization and allocation, basic authorization register and related documentation essential for audit trail during year. The manpower authorization vouchers (MAV) reflect the AF manpower resources and is budgeted and controlled through the Department of Defense program element structure. The MAV is used by AF to advise major commands of their manpower authorizations and is issued quarterly. The basic authorization register (BAR) contains authorizations which are codified by AF specialty code, functional code, grade (mil/civ), rated identity, duty title, unit and other related data. The retention periods will adequately serve all legal and administrative requirements of the Air Force. | DLT 26-1 Rules 14.1 and 14.2 | |

Copy to Agency 2/25/75

TABLE 26-1 (Continued)

| R U L E | A | B | C | D |
|------------------|---|--|------------|--|
| | If documents are or pertain to | consisting of | which are | then |
| 14.1 ★ | | end quarter basic authorization register and records essential for audit trail during year | | destroy after 2 years. |
| 14.2 ★ | manpower authorization voucher (MAV) | listings reflecting MAJCOMs manpower authorizations | at MAJCOMs | destroy after 5 years, or when no longer needed for mana- gerial purposes, whichever is sooner. |
| | | | | |