

**REQUEST FOR AUTHORITY
TO DISPOSE OF RECORDS**

(See Instructions on Reverse)

lit **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 X29232
6. CERTIFICATE OF AGENCY REPRESENTATIVE

AFU

LEAVE BLANK	
DATE RECEIVED FEB 24 1975	JOB NO NC - AFU-75-54
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	
3-31-75 <i>Walt Phillips Jr</i> (Date) <i>acting</i> Archivist of the United States	

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 8 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified

20 FEB 1975

Herbert G. Geiger
(Signature of Agency Representative)

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

7 ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10 ACTION TAKEN
	<p align="center">RECORD SETS OF PUBLICATIONS (Table 5-1)</p> <p>The purpose of this submission is to establish specific disposition criteria for Air Force Recurring Periodical 11-1 (AFRP 11-1), the <u>TIG Brief</u>.</p> <p><u>TIG Brief</u> has been the only recurring periodical over the past 31 years that has covered all AF functional areas. It has dealt with overall management suggestions; important AF topics for planning purposes; timely matters covered by laws and regulations; and changing policies and procedures.</p> <p>Items contained in the <u>TIG Brief</u> are of historical importance. They are based on laws and regulations, timely inspection reports of world-wide USAF activities, staff visits, audits, findings of general inspections, and other sources of information.</p> <p><u>TIG Brief</u> is used as a management tool to point out deficient areas and point up potential problems so that effective preventive or corrective action can be taken.</p> <p>Because of the significant guidance and information contained in <u>TIG Brief</u>, we recommend</p>		

Agency + WNRC 4/7/75

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7. ITEM NO.	8 DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO	10 ACTION TAKEN
	<p>permanent retention.</p> <p>(Previous editions have been retired as permanent under provisions of Note 4 to this table.)</p>		

3/17/75 - Changes with approval of C. Phillips (PL)

TABLE 5-1 (Continued) RECORD SETS OF PUBLICATIONS

R U L E	A If documents are or pertain to	B consisting of	C which are not	D then
11.1 *	recurring periodicals	(No change)	TIG Brief	<p>retire as permanent. <i>Hold at Hq USAF for 2 years after an- nual cutoff, then transfer to WORC. Offer to the Na- tional Archives after 10 years in WORC.</i></p>