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, HEADQUARTERS USAF

2. MAJOR SUBDIVISION
Directorate of Administration

3. MINOR SUBDIVISION
Documentation Systems Division

4. NAME OF PERSON WITH WHOM TO CONFER
Mr. R. J. Norman

5. TEL. EXT.
11-29239

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.

12 MAR 1975

Herbert G. Geiger
Chief
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

TABLE OF ALLOWANCE/AUTHORIZATION RECORDS (67-5)
(Applicable to Allowance/Authorization Offices AF-Wide)

Allowance/Authorization Change Requests and Custodian Request/Receipts, Approved Copies. The attached change to AFM 12-50, table 67-5, rule 4, is to reduce the retention period to authorize disposal immediately after receipt of a signed custodian authorization/custodian receipt listing (CA/CRL) instead of retaining for 1 year. Signature of the custodian on the CA/CRL signifies that the documents were processed in accordance with the organization's request and pertinent supply directives, and are no longer required for reference or further action.

(Note: The Custodian Authorization/Custody Receipt Listing (CA/CRL) is a machine product which reflects all authorizations, assets, and due-outs for each individual custodian by organizational code and custodian code. Individual property custodians are required to review the CA/CRL received from the Equipment Management Office to insure that all necessary data is complete and accurate; signs the document and returns it to the office from which received.)

Copy to Agency 3/27/4569

STANDARD FORM 115
Revised January 1973
Prescribed by General Services Administration
FPMR (41 CFR) 101-114
<table>
<thead>
<tr>
<th>RULE</th>
<th>A</th>
<th>B</th>
<th>C</th>
<th>D</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>table of allowance (T/A) documents</td>
<td>documents accumulated by the office of record (Air Logistics Centers)</td>
<td>pertain to weapon systems, aircraft, missiles, etc</td>
<td>destroy 2 years after the system for which the T/A was established is no longer in the AF inventory, or 8 years after the publication date, whichever is sooner.</td>
</tr>
<tr>
<td>2</td>
<td>documents maintained by using activities</td>
<td></td>
<td>pertain to nonweapon-type systems</td>
<td>destroy 2 years after the T/A has been cancelled, or 6 years after publication date, whichever is sooner.</td>
</tr>
<tr>
<td>3</td>
<td>allowance/authorization change requests and custodian request/receipts (see note)</td>
<td>approved copies</td>
<td>are within established allowance and do not require approval under temporary authority, miscellaneous allowance source codes specified in section A, AFR 0-10, or which do not recommend changes to allowance documents or are not bench mock-up/set authorizations</td>
<td>★ retain with supporting documentation until a new applicable custodian authorization/custodian receipt list (CA/CRL) is completed, reviewed, and signed by the account custodian, and then destroy.</td>
</tr>
<tr>
<td>4</td>
<td>approved copies which were approved under miscellaneous codes specified in section A, AFR 0-10, and allowances for bench mock-up sets</td>
<td>are at other than Command Equipment Management office</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5.1</td>
<td>approved copies</td>
<td>recommended changes to allowance documents</td>
<td></td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>approved copies</td>
<td></td>
<td></td>
<td></td>
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</tbody>
</table>

Note: ★ Indicates documents to be retained for a specified period, reviewed, and then disposed of.