

**REQUEST FOR AUTHORITY
TO DISPOSE OF RECORDS**

(See Instructions on Reverse)

Litton
TO: GENERAL SERVICES ADMINISTRATION
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408

AFU

LEAVE BLANK	
DATE RECEIVED MAR 29 1976	JOB NO. NC1-AFU-76-35
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.	
4-1-76 <i>James E. O'Hea</i> (Date) <i>Acting</i> Archivist of the United States	

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. K. J. Bilek
5. TEL. EXT.
756-2384
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.

20 MAR 1976

Herbert G. Geiger

**HERBERT G. GEIGER, 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
1	<p align="center">MANPOWER AND ORGANIZATION RECORDS (26-1) (Applicable Air Force-Wide)</p> <p>The attached table 26-1, rule 17 has been revised to reduce the retention period from 3 years to read 2 years. The manpower change requests (MCR) are used to develop the unit authorization file (UDL) which is retained 2 years. Retention of UDLs beyond 2 years does not serve any useful purpose. The recommended retention period will adequately serve all legal and administrative requirements of the Air Force.</p>	DLT 26-1 Rule 17	

Copy to Agency 4-5-76 CD

TABLE 26-1 (Continued)

R U L E	A	B	C	D
	If documents are or pertain to	consisting of	which are	then
15	manpower change requests	correspondence forms which identify the changes requested and contain justification, coordination, and approved/disapproved statements	no change	no change
16			no change	no change
17			approved/disapproved requests at MAJCOMs	*destroy 2 years after implementation or disapproval.
<p>*=change</p>				