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

2. MAJOR SUBDIVISION
   DIRECTORATE OF ADMINISTRATION

3. MINOR SUBDIVISION
   DOCUMENTATION SYSTEMS DIVISION

4. NAME OF PERSON WITH WHOM TO CONFER
   PRESTON B. SPEED

5. TEL. EXT.
   756-2384

6. CERTIFICATE OF AGENCY REPRESENTATIVE:
   [Signature]

   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.

2 2 SEP 1976
   [Signature of Agency Representative]

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

7. ITEM NO.
   QUALITY ASSURANCE (Table 74-3)
   (Applicable Air Force-wide)

8. DESCRIPTION OF ITEM
   (With Inclusive Dates or Retention Periods)
   The purpose of this submission is to revise disposition criteria for documents relating to the issuance, return and inventory of quality assurance stamps. The disposition criteria proposed for Rules 1 and 2 will satisfy our current requirements. Rules 3, 5 and 6 of the current Table 74-3 are no longer required. Our current rule 4 has been renumbered as Rule 3.

9. SAMPLE OR JOB NO.
   NN 170-33

10. ACTION TAKEN

   LEAVE BLANK
   DATE RECEIVED: SEP 2 7 1976
   JOB NO.: NC1-AF4-76-59
   NOTIFICATION TO AGENCY
   In accordance with the provisions of 44 U.S.C. 3303e the disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10.

   10-13-76 [Signature]
   Archivist of the United States

STANDARD FORM 115
Revised January 1973
Prescribed by General Services Administration
FPMR (41 CFR) 101-11.4
<table>
<thead>
<tr>
<th>R.U.L.</th>
<th>A</th>
<th>B</th>
<th>C</th>
<th>D</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Quality assurance (QA) stamp documentation</td>
<td>documentation pertaining to requests for stamps from, and turn-in of stamps to, parent QA office, including letters of transmittal and acknowledgement of receipt</td>
<td>which are</td>
<td>destroy 1 year after return of related stamps to parent QA office.</td>
</tr>
<tr>
<td>2</td>
<td></td>
<td>documentation pertaining to the issuance of a stamp to an individual and to subsequent loss or turn-in</td>
<td></td>
<td>destroy 1 year after final turn-in of stamp by individual.</td>
</tr>
<tr>
<td>3</td>
<td></td>
<td>perpetual inventory of stamps, including type, stamp number, date of issue, and unit or individual's name</td>
<td></td>
<td>destroy when superseded or obsolete.</td>
</tr>
</tbody>
</table>