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
MR. C. J. PHILLIPS
5. TEL. EXT. 756-2383
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.

24 SEP 1979
(Signature of Agency Representative)

7. ITEM NO.

8. DESCRIPTION OF ITEM
(With Inclusive Dates or Retention Periods)

QUALITY ASSURANCE PROGRAM (QAP)
(Table 177-35)

Proposed revision provides more specific disposition instructions. Rule 1 is revised to reflect disposition at the Air Force Accounting and Finance Center (AFAFC) and Major Commands (MAJCOMS) and the retention period is reduced from 10 years to 3 years.

Rule 1.1 is added to reflect disposition at local accounting and finance offices (AFOs) reflecting a retention period of 1 year.

(BEING SUBMITTED CONCURRENTLY TO GAO)
<table>
<thead>
<tr>
<th>RULE</th>
<th>A</th>
<th>B</th>
<th>C</th>
<th>D</th>
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<tbody>
<tr>
<td>1</td>
<td>planning</td>
<td>records on developing, formulating, and issuing policies, guidelines, and overall direction of the QAP for all A&amp;F operations</td>
<td>*at issuing activities at AFAFC and MAJCOMS</td>
<td>*destroy 3 years after superseded, obsolete, or inactivation of activity</td>
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<td>1.1</td>
<td>*</td>
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*denotes changes from current Table 177-35