

**REQUEST FOR AUTHORITY  
TO DISPOSE OF RECORDS**

*(See Instructions on Reverse)*

*1 item*  
TO: GENERAL SERVICES ADMINISTRATION  
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408

1. FROM (AGENCY OR ESTABLISHMENT)  
DEPARTMENT OF THE AIR FORCE, HQ USAF

2. MAJOR SUBDIVISION  
Directorate of Administration

3. MINOR SUBDIVISION  
Documentation Systems Division

4. NAME OF PERSON WITH WHOM TO CONFER  
Mr. Neil Vandergraaf Jr

5. TEL. EXT.  
756-2385

6. CERTIFICATE OF AGENCY REPRESENTATIVE:

LEAVE BLANK	
DATE RECEIVED OCT 18 1976	JOB NO. <b>NC 1-AFU-77-10</b>
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.	
10-22-76 (Date)	<i>James B. Rhoads</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 2 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified.

9 OCT 1976

Date

*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
1	<p align="center">PERSONNEL IDENTIFICATION AND PASS RECORDS (Table 30-2)</p> <p align="center">(Applicable to Air Force Reserve and Air National Guard)</p> <p>This submission proposes to add Rule 16 to Table 30-2 and pertains to the disposition of Army and Air Force Exchange Authorization Letters issued by the Air Force Reserve and/or Air National Guard units to members who are eligible for exchange privileges. The submission also covers control documentation associated with the authorization letters.</p> <p>(Submission of this proposal to GAO is not contemplated nor considered necessary)</p>		

*Copy to Agency 10-27-76 dW*

TABLE 30-2 (Continued)

## PERSONNEL IDENTIFICATION AND PASS RECORDS

R U I. E	A	B	C	D
	If documents are or pertain to	consisting of	which are	then
16	exchange privilege authorization letters for Air Force Reserve and Air National Guard members and related control records	numerically controlled authorization form- letters and control registers	maintained by Air Force Reserve and Air National Guard units' orderly rooms	destroy 1 year after close of fiscal year.