

**REQUEST FOR AUTHORITY
TO DISPOSE OF RECORDS**

(See Instructions on Reverse)

2 items

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. NC 1-AFU- 77-11
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.	
<u>10-22-76</u> (Date)	<u>James B. Hood</u> 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

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">ON/OFF-BASE HOUSING RECORDS (Table 30-5)</p> <p align="center">(Applicable Air Force-wide)</p> <p>This submission proposes to add two rules to the above table to more adequately cover the disposition criteria of off-base Housing Contracts and off-base Housing Releases required to be maintained in Housing Referral Offices throughout the Air Force.</p> <p>The present rule does not adequately cover these records. Once a housing applicant is placed, it is necessary for the Housing Referral Office to keep a copy of the tenants contract until he departs Permanent Change of Station (PCS), moves to on-base housing, or to ensure that the tenant renews the contract as required. Landlord/tenant disputes are avoided this way. Once a tenant moves out, the landlord is required to sign a release. This release relieves the tenant of financial liabilities to the landlord and prevents disputes that sometime arise after the tenant has terminated the dwelling.</p> <p>(Submission of this proposal to GAO is not contemplated nor considered necessary).</p>		

Copy to Agency 10-27-76

TABLE 30-4

ON/OFF-BASE HOUSING RECORDS

R U L E	A	B	C	D
	If documents are or pertain to	consisting of	which are	then
1	off-base housing referral service (AFR 30-15)	family housing information, detailed sale/rental listing, off-base housing applications, notifications of housing selection, and related correspondence	at Housing Referral Offices	destroy 1 year after applicant has been placed or landlord consents to list with base referral office.
2		off-base housing referral reports		destroy after 8 years.
*2.1		off-base Housing Contracts		destroy when superseded or when Housing Release is signed by the landlord.
*2.2		off-base Housing Releases	destroy 6 months after termination.	