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, 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

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, Chief
Directorate of Administration

7. ITEM NO.

8. DESCRIPTION OF ITEM
With Inclusive Dates or Retention Periods

ON/OFF-BASE HOUSING RECORDS
(Applicable Air Force-wide)

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.

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.

(Submission of this proposal to GAO is not contemplated nor considered necessary).

Copy to Agency 10-27-76

STANDARD FORM 115
Revised January 1973
Prescribed by General Services Administration
FPMR (41 CFR) 101-11.4
<table>
<thead>
<tr>
<th>RULE</th>
<th>A</th>
<th>B</th>
<th>C</th>
<th>D</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>off-base housing referral service (AFR 30-16)</td>
<td>family housing information, detailed sale/rental listing, off-base housing applications, notifications of housing selection, and related correspondence</td>
<td>at Housing Referral Offices</td>
<td>destroy 1 year after applicant has been placed or landlord consents to list with base referral office.</td>
</tr>
<tr>
<td>2</td>
<td>off-base housing referral reports</td>
<td></td>
<td></td>
<td>destroy after 3 years.</td>
</tr>
<tr>
<td>*2.1</td>
<td>off-base Housing Contracts</td>
<td></td>
<td></td>
<td>destroy when superseded or when Housing Release is signed by the landlord.</td>
</tr>
<tr>
<td>*2.2</td>
<td>off-base Housing Releases</td>
<td></td>
<td></td>
<td>destroy 6 months after termination.</td>
</tr>
</tbody>
</table>