

**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

LEAVE BLANK	
DATE RECEIVED <b>OCT 21 1976</b>	JOB NO. <b>NC 1-AF4-77-15</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.	
10-29-76 (Date)	<i>James B. Rhoads</i> Archivist of the United States

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.

**14 OCT 1976**  
~~08 SEP 1976~~

*Herbert G. Geiger*  
(Signature of Agency Representative)

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

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	<p align="center"><b>HOUSING RECORDS</b> (Table 90-1)</p> <p>Surveys are made to establish a rental rate for appropriate relinquishment of military personnel basic allowance for quarters (BAQ) to cover comparable rental rate, plus operational and maintenance (O&amp;M) costs, as well as to establish comparable rental rate for civilian use of facilities. Frequency varies after the initial appraisal from every 3 to 5 years.</p> <p>Proposed revision of disposition criteria in rule 4 is recommended to comply with OMB Circular A-45 which requires that the Consumer Price Index (CPI) be applied to the rental rates established by the appraisal report and leaves the possibility that the appraisal will not be accomplished at the end of the third year, but may be extended to the fifth year.</p> <p>Present three-year disposal criteria is impractical if survey is not conducted within three year period.</p> <p>Recommended retention will allow for retention until no longer needed.</p>	<p><b>NN</b> <b>170-33</b></p>	

*Copy to Agency 11-5-76 CRD*

TABLE 90-1 HOUSING RECORDS

R U L E	A	B	C	D
	If documents are or pertain to	consisting of	which are	then
3	status records	surveys and reports of existing housing, reports of inadequate housing, photographs, drawings, and correspondence	at major subordinate command and above	*destroy after 5 years, upon completion of comparable survey, or when no longer needed, whichever is sooner.
4			at base/stations	*
	*denotes change	(currently "destroy after	three years")	