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
PRESTON B. SPEED

5. TEL. EXT. 767-4479

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 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified.

<table>
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<tr>
<th>1 SEP 1977</th>
<th>Herbert G. Geiger</th>
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<tr>
<td>Date</td>
<td>(Signature of Agency Representative)</td>
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<th>7. ITEM NO.</th>
<th>8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)</th>
<th>9. SAMPLE JOB NO.</th>
<th>10. ACTION TAKEN</th>
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INDIVIDUAL MODIFICATION RECORDS (Table 57-3) (Applicable AF-wide)

The purpose of this submission is to establish a separate disposal authority for reference copies of certain documents on the modification of Air Force weapon systems.

The modification project office, generally an activity in our Air Logistics Centers, maintains record copies of the material per Table 57-3, Rule 2. Our proposed addition, Rule 2.1, covers reference copies disseminated to maintenance quality control activities for use prior to issuance of technical orders on the modification. Our proposed disposal criteria will satisfy our current needs for the information.
2.1. Modification case references of documents are modified at intermediate monitoring offices. If documents are no longer needed for revisions, amendments, and/or changes, which are then converted into technical orders or reference blueprints, reference copies of modification case files are destroyed when modification is no longer needed for reference, whichever is sooner.