

Rec'd NCO 1324 78 H

**REQUEST FOR RECORDS DISPOSITION AUTHORITY**  
(See Instructions on reverse)

LEAVE BLANK	
JOB NO	
NCI AFM-78 43	
DATE RECEIVED	
JUL 17 1978	
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10	
8-11-78 Date	<i>James B. Roady</i> Archivist of the United States

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

5. TEL EXT.

Mr. C. C. Ratcliffe

767-4502

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.

**A** Request for immediate disposal.

**B** Request for disposal after a specified period of time or request for permanent retention.

C. DATE	D. SIGNATURE OF AGENCY REPRESENTATIVE	E. TITLE
7 JUL 1978	<i>James E. Dagwell</i>	JAMES E. DAGWELL, Chief Documentation Management Br

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	SAMPLE OR JOB NO.	10. ACTION TAKEN
-------------	---	-------------------	------------------

NONAPPROPRIATED FUNDS  
RECREATIONAL SERVICES RECORDS (176-7)  
(Applicable Air Force-Wide)

1

The attached Table 176-7 contains recommended change in retention period for Rule 2. The applications are used for locating members to redeem dishonored checks or club dues. The current retention period allows destruction of applications before termination of membership in many cases.

A copy of Table 176-7 is provided for your case of reference.

The recommended change to disposition criteria meets Air Force requirements.

Table 176-7, Rule 2.

NN 172-128

1 item

sent to All FPC, & Agency

TABLE 176-7

## NAF RECREATIONAL SERVICES RECORDS

R U L E	A	B	C	D
	If documents are or pertain to	consisting of	which	then
1	publicity	monthly schedules of activities, informational bulletins, leaflets, and related published data	reflect on NAF club activities or other recreation programs	destroy when purpose has been served.
2	membership	applications for membership, related correspondence, issuance of member cards or plates, letters of resignation, indefinite suspensions, etc	reflect on membership, privileges of swimming pools, golf courses, open messes, etc	*Destroy 1 year after termination of membership.
3		control registers		destroy 2 years after final entry.
4	billeting accommodations	bed cards or registration cards and receipts used in lieu of bed cards	pertain to visiting officer quarters (VOQ) and transient airman quarters (TAQ)	destroy after 2 years.
5		accommodations records for room or bed occupancy controls		destroy after 6 months.
6	theater	authorizations for working balances, motion picture schedules, employment of personnel, and related data		destroy when superseded, obsolete, or cancelled.
7		operational data pertaining to presentation of programs, cancellation of showings, and related data		destroy after 2 years.
8	aero clubs	pilots information file (PIF), containing a roster of members, memo of understanding, pertinent directives (including FAA), command and		destroy when superseded, obsolete, or no longer needed.