REQUEST FOR RECORDS DISPOSITION AUTHORITY
(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
   1947 Administrative Support Group (HQ USAF)

3. MINOR SUBDIVISION
   Information Management & Resources Division

4. NAME OF PERSON WITH WHOM TO CONFER
   Mr. Preston 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 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.

7. ITEM NO.

8. DESCRIPTION OF ITEM
   RESOURCES CONSERVATION PROGRAM RECORDS
   (Table 400-3) (Applicable Air Force-Wide)

   The purpose of this submission is to reduce the retention period for Air Force resource conservation program records. These consist of records documenting individual savings, program summaries, auditor evaluations and reports, functional evaluations, and related records. The disposition criteria outlined in the attached decision logic table will satisfy our current requirements.

9. SAMPLE OR JOB NO.
   115-107

10. ACTION TAKEN
    170-33

FPMR (41 CFR) 101-11.4

STANDARD FORM 115
Revised April, 1975
Prescribed by General Services Administration

N C I - A P R Y - 7 8  5 5
DATE RECEIVED
AUG 2 8 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disposal request, including amendments, is approved except for items that may be stamped “disposal not approved” or “withdrawn” in column 10.
<table>
<thead>
<tr>
<th>RULE</th>
<th>A DOCUMENTS ARE OR PERTAIN TO</th>
<th>B CONSISTING OF</th>
<th>C WHICH ARE</th>
<th>D THEN</th>
<th>PRESCRIBING DIRECTIVE</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>AF resources conservation program</td>
<td>NO CHANGE</td>
<td>NO CHANGE</td>
<td>destroy 1 year after close of the FY in which savings are reported.</td>
<td></td>
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