

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

Rec. 10/2/78

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 and Resources Division

4. NAME OF PERSON WITH WHOM TO CONFER

Preston B. Speed

5. TEL. EXT

767-4479

LEAVE BLANK	
JOB NO	
NC 1-AFU-79 1	
DATE RECEIVED	
OCT 4 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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10	
<i>10-11-78</i> Date	<i>James E. O'Keefe</i> ACTING Archivist of the United States

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

25 SEP 1978

D. SIGNATURE OF AGENCY REPRESENTATIVE

Herbert G. Geiger

E. TITLE

**HERBERT G. GEIGER, Chief
Information Mgt and Resource Div**

7. ITEM NO.

8. DESCRIPTION OF ITEM
(With Inclusive Dates or Retention Periods)

9. SAMPLE OR JOB NO.

10. ACTION TAKEN

ESTIMATES AND FINANCIAL PLANS
(Table 172-2) (Applicable Air Force-wide)

The purpose of this submission is to establish disposal authority for budget documents maintained by other than budget offices. These records include various types of documents used in preparing budget requests submitted to Air Force budget offices. A one-year retention period will satisfy our current requirements.

NN
170-33

sent to Agency only

*10-16-78
mfg*

TABLE 172-2

FINANCIAL ESTIMATES AND PLANS

R U L E	A	B	C	D
	If documents are or pertain to	consisting of	which are	then
1	development documenta- tion	(no change)	(no change)	(no change)
			(no change)	(no change)
2.1			at other than budget offices	destroy 1 year after the close of the fiscal year to which it pertains.