

INACTIVE - ALL ITEMS SUPERSEDED OR OBSOLETE

Schedule Number: NC1-AFU-80-18

All items in this schedule are inactive. Items are either obsolete or have been superseded by newer NARA approved records schedules.

Description:

In 1989, Air Force submitted N1-AFU-90-003 to cover all of their temporary items in AFR 12-50, Volume II, Disposition of Air Force Records (dated 1987) under a single job number. This schedule contains only temporary items, has not otherwise been superseded, and significantly predates the 1987 manual. Therefore it is assumed that this schedule is superseded by N1-AFU-90-003.

REQUEST FOR RECORDS DISPOSAL AUTHORITY
(See Instructions on reverse)

3/16/80

**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 Resource Division

4. NAME OF PERSON WITH WHOM TO CONFER

Preston B. Speed

5 TEL EXT

694-3495

LEAVE BLANK

JOB NO
NC1-AFU-80-18

DATE RECEIVED
3-26-80

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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10

6-16-80 *James E. O'Neill*
Date *action* 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 19 MAR 1980	D SIGNATURE OF AGENCY REPRESENTATIVE <i>Herbert G. Geiger</i>	E TITLE HERBERT G. GEIGER, Chief Information Mgt and Resources Div	
7 ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)		9 SAMPLE OR JOB NO 10 ACTION TAKEN
	<p>MOTOR VEHICLE RECORDS (Table 77-1) (Applicable Air Force-wide)</p> <p>The purpose of this submission is to establish disposal authority for certain administrative control documents in vehicle operations activities and supported units.</p> <p>The documents consist of letters assigning individuals duties in vehicle management, parking area approvals, operating instructions, and similar documents.</p> <p>The acronyms VOO and NCO stand for Vehicle Operations Officer and Non-commissioned Officer.</p> <p>GAO clearance is not considered necessary.</p>		<i>2 items</i>

Copies to NNM, agency

TABLE 77-1

MOTOR VEHICLE RECORDS

P U L E	A	B	C	D
	If documents are or pertain to	consisting of	which are	then
21	vehicle operations officer's (VCO) organizational file	VCO/NCO appointments, briefing checklists, parking area approvals, visit results, receipts for vehicles and access- ories, vehicle authori- zation annual reviews, justifications for vehi- cle dispatch, and other documents	maintained by the vehicle operations officer	destroy when superseded, or when no longer required, as applicable.
22	vehicle control officer/NCO records	operating instructions, and other documents related to vehicle operation and management	maintained by VCOs/ NCOs	