

REQUEST FOR RECORDS DISPOSITION AUTHORITY

(See Instructions on reverse)

lec 4/10/80

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 Mgt and Resources Division

4. NAME OF PERSON WITH WHOM TO CONFER

5. TEL EXT.

Mr. Neil Vandergraaf

694-3494

LEAVE BLANK	
JOB NO	NCL-AFU-80-20
DATE RECEIVED	4-10-80
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10	
SIGNATURE OF THE ARCHIVIST IS	
NOT REQUIRED FOR APPROVAL OF	
PERMANENT RETENTION OF RECORDS	
Date	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 8 APR 1980	D. SIGNATURE OF AGENCY REPRESENTATIVE <i>Herbert G. Geiger</i>	E. TITLE HERBERT G. GEIGER, Chief Information Mgt and Resource Div
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7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
1	<p>RECORD SETS OF PUBLICATIONS (T5-1) (Applicable Air Force-wide)</p> <p>Request authority to retire the record set of Air Force Manual 300-4 in microform. This is contained on computer tape, produced on microfiche by a computer output microfilm recorder, bypassing the paper product. The manual is informative and instructional in nature, as it contains only listings of Data Elements and Codes to be used by Air Force Automated Data Processing activities. This certifies that the records described on this form will be microfilmed in accordance with the standards set forth in 41 CFR 101-11.506.</p> <p>Microfilming this manual is in the best interest of all concerned as it is voluminous and updated regularly.</p>	<p>T5-1, R1 (NCL-AFU- 77-41, Item 1)</p>	<p>1 item</p>

Copy to NNH, NNM, + NNB. (R.A.W. 8/1/80)
Copy to Agency 8-12-80

Request for Records Disposition Authority - Continuation

JOB NO
NCL-AFU-80-20PAGE OF 2
2

7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10. ACTION TAKEN
	<p>DISPOSITION:</p> <p>Offer to NARS one silver halide original and one diazo copy of AFM 300-4 and of all changes thereto. Offer will be made in 5-year increments when latest published portion is 1 year old. Ca. 1½ cu. ft. present accumulation. Ca. 1/6 cu. ft. estimated annual accumulation.</p> <p>(Disposition added by R. Wire per N. Vandergraaf, 7/24/80)</p>		