

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

6/12/80 ✓

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	
NCL-AFU-80-34	
DATE RECEIVED	
June 12, 1980	
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10	
<u>6-24-80</u> Date	<u>James P. O'Neill</u> 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	D SIGNATURE OF AGENCY REPRESENTATIVE	E TITLE	7 ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10. ACTION TAKEN
5 JUN 1980	<i>Herbert G. Geiger</i>	HERBERT G. GEIGER, Chief Information Mgt and Resource Div		<p>MOTOR VEHICLE RECORDS (Table 77-1) (Applicable Air Force-wide)</p> <p>The purpose of this submission is to establish disposal authority for documents used in controlling the SF 149, U.S. Government National Credit Card. The standards proposed on the attached decision logic table will satisfy our current requirements.</p>		3 items

*Copies sent to agency
NNM*

TABLE 77-1 (Continued)

R U L E	A	B	C	D
	If documents are or pertain to	consisting of	which are	then
23	U.S. Government National Credit Card			destroy 6 months after final payment on all invoices covered by a specific card.
24		credit card registers, copies of documents certify- ing loss, investigation, destruction, turn-in, valid- ation and related documents	used as accountability records	destroy 1 year after the close of the fiscal year.
25		letters of certification/ accountability		destroy when superseded, obsolete or on termination of require- ments.