

**REQUEST FOR RECORDS DISPOSITION AUTHORITY**  
(See Instructions on reverse)

LEAVE BLANK	
JOB NO <b>NCI-AFU-80-51</b>	
DATE RECEIVED <b>September 11, 1980</b>	
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10	
<b>Disposition Not Approved</b>	
Date	Archivist of the United States

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  
**Mrs. Grace T. Rowe**

5 TEL EXT  
**694-3527**

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 3 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 <b>3 SEP 1980</b>	D SIGNATURE OF AGENCY REPRESENTATIVE <i>Herbert G. Geiger</i>	E TITLE <b>HERBERT G. GEIGER, Chief Information Mgt and Resource Div</b>
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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 align="center">NONAPPROPRIATED FUND (NAF) ADMINISTRATIVE MANAGEMENT DOCUMENTATION (Table 176-1, Applicable Air Force-wide)</p> <p>The purpose of this submission is to have table 176-1, rule 1, covering the historical files for the NAF program appraised as permanent. Staff offices such as the Air Force Manpower and Personnel Center and the Air Force Historian desire these documents to be retained on a permanent basis. Qualifying documents provide a chronology of programming and operation from inception through discontinuance or dissolution of Air Force Nonappropriated Fund Instrumentalities (NAFIs). Material contained in these files sets forth overall responsibilities, policies, organization practices for all Air Force NAFIs regardless of classification (resale and revenue sharing, general welfare, recreation, membership associations, or special NAFIs). This documentation contains evidential and informational data that will be pertinent to historical researchers.</p> <p>The documents may be offered to National Archives 30 years after transfer to the Washington National Records Center (WNRC). Documentation disclosure provisions of the Freedom of Information Act apply. No other disclosure restrictions apply.</p>	<p align="center">NN-170-33</p>	<p align="center">Disposition Not Approved</p> <p align="right">1 item</p>

*Closed Out: 11-21-80: R.E.T.  
Agency copy sent as an enclosure*

**176. Nonappropriated Funds.** These tables cover documentation pertaining to the administration of and accounting for nonappropriated funds (NAF):

a. Documentation of the Air Force Aid Society, Boy Scouts of America, women's clubs, and other such activities covered in AFP 30-3 which have no official status with the AF are not official AF documentation. Therefore, this manual *does not* apply. Do not include them in the Annual Report of Documentation Holdings and Disposition (AFR 12-1.)

b. The Air Force Welfare Board administers the Air Force Central Welfare Fund, the Central Mess Fund, and such other nonappropriated funds directly assigned to the Board. Related records of operational matters concerning personnel management, financial management, and funding controls, etc., are covered in the following tables. Retain records subject to audit or inspection until cleared for disposal by the commander.

★ c. Disposition of Air Force Base Exchange records is governed by AAFES Manual 5-1.

TABLE 176-1				
NAF ADMINISTRATIVE MANAGEMENT RECORDS				
R U L E	A	B	C	D
	If documents are or pertain to	consisting of	which are	then
1	historical files	a charter, articles of agreement or constitution and by-laws, minutes of meetings, agenda, policy directives, program authorizations and changes thereto, reports, studies, charts, maps, and correspondence relating thereto	a chronology of NAF programming and operations from the inception of an instrumentality through to the discontinuance of an activity or the dissolution of a fund	retire as permanent (except 1.1) when instrumentality is discontinued or when fund is dissolved.
1.1			changes to policy directives, program authorizations, and/or background and support papers	destroy when purpose has been served.
2	inspection reports		received as a result of inspections conducted by command requirements or as directed by higher authority	destroy on discontinuance of an activity, or fund, whichever is sooner.

*Disposition Not Approved*

10-499