

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

LEAVE BLANK

JOB NO
NCI-AFD-81-21

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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10

1-5-81 *R. R. M. May*
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 & Resources Division

4. NAME OF PERSON WITH WHOM TO CONFER
Mr. R. P. Dwyer

5. TEL EXT
694-3494

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
1 DEC 1980

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
1	<p style="text-align: center;">ADMINISTRATIVE DOCUMENTS (Table 11-2) (Applicable Air Force-wide)</p> <p>Air Force proposes change to Table 11-2, Rules 3 and 3.1; reduce disposition of OSAF routine and noncontroversial congressional inquiries from 2 years to 1 year. after year case is closed *A year long study determined that only three references were made to the 1978 file. Documents destroyed as a result of this change are still available at HQ USAF offices in case OSAF needs them.</p> <p>[*Amended to read thus by R. Wire per R. Dwyer 12/29/80.]</p>	<p>NCI-AFU 78-68</p>	<p>2 items</p>

*Closed Out: 1-8-81: K.T.J.
Copy sent to Agency*

TABLE 11-2

ADMINISTRATIVE DOCUMENTS

R U L E	A If documents are or pertain to	B consisting of	C which are	D then
3	congressional inquiries	routine and noncontroversial communications from and to members of Congress relating to unclassified information—such as requests from military personnel for discharge or reassignment, for assistance in placement in federal service, to place contractors on AF bidders' lists as source of procurement, and inquiries from constituents about surplus property	*at HQ USAF	destroy after 2 years.
3.1			*at OSAF and all activities below HQ USAF	<p style="text-align: center;">after</p> destroy 1 year, after 2 year case is closed. <i>[Amended by R. Wire per R. Dwyer 12/29/80]</i>

Abbreviation: OSAF (Office of the Secretary of the Air Force)