

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

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

LEAVE BLANK	
JOB NO <b>NCI-AFU-81-30</b>	
DATE RECEIVED <b>February 3, 1981</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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10	
4-16-81 <i>Date</i>	<i>Robert G. Linder</i> <i>Archivist of the United States</i>

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 <b>28 JAN 1981</b>	D. SIGNATURE OF AGENCY REPRESENTATIVE <i>Herbert G. Linder</i>	E. TITLE <b>HERBERT G. LINDER, 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>DOCUMENTATION MANAGEMENT PROGRAM (Table 12-1)                      (Applicable Air Force-wide)</p> <p>The purpose of this submission is to request a deviation from item 6, General Records Schedule 16 for rule 11, table 12-1. HQ USAF/Documentation Management Branch (AF/DAAD), has an administrative requirement to retain the annual or other reports of documentation holdings and disposition beyond the 3 year retention period specified in GRS 16, item 6.</p> <p>These reports are used for trend analyses, preparing statistical reports on the progress of the Air Force maintenance and disposition program, for compilation of data for briefing charts, historical reports, etc. Request deviation to allow the retention of these reports for 3 years or when no longer needed <sup>in Air Force office space</sup> for reference or analysis purposes, whichever is later.</p> <p>[Amended by R. Wire per G. Rowe 3/17/81]                      4/3/25/81]</p>	GRS 16, item 6, deviation	1 item

*Info copy given to Jean Fogley. RALW 4/22/81  
 Closed Out: 5-7-81: R.T.D. Copy to Agency*

R U L E	A  If documents are or pertain to	B  consisting of	C  which are	D  then
11	documentation manage- ment reports	annual or other reports of documentation holdings and disposition	at HQ USAF/DAA	destroy after 3 years, or when no longer needed <del>for reference</del> or analysis, whichever is later. (See note.) [Amended by R. Wires per G. Rowe, 3/25/81]

Note: Retirement of these records to an FRC is not authorized.

[Note added by R. Wires per G. Rowe, 4/9/81]