

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

4/6/81  
 LEAVE BLANK

TO GENERAL SERVICES ADMINISTRATION,  
 NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408

JOB NO	<b>NCI-AFU-81-41</b>
DATE RECEIVED	<b>April 6, 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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10	
Date	[Signature] Archivist of the United States

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 <b>1 APR 1981</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	ADMINISTRATIVE DOCUMENTS (Table 11-2) (Applicable Air Force-wide)  Air Force proposes to consolidate table 11-2, rules 3.2 and 3.3, Congressional travel documentation, into one rule. Their disposition is changed from 1 year to 6 months or sooner if no longer needed. The exception, which applied previously only to rule 3.3 documents at other activities, will now apply to all Air Force, per note 2. These documents serve no useful purpose after travel is completed and have no historical value.	NC-AFU-76-8	1 item

115-107

*Closed Out: 7-13-81: K.T.J.  
 Copy to All FRCs, Admin & NARA*

TABLE 11-2

## ADMINISTRATIVE DOCUMENTS

R U L E	A	B	C	D
	If documents are or pertain to	consisting of	which are	then
3.2	congressional travel	letters, requests for travel orders, messages, trip reports, and related data and attachments pertaining to congressional travel sponsored by the Department of the Air Force		*destroy after 6 months, or when no longer needed, which- ever is sooner (note 2).
3.3	RESERVED			
	<p>Note 2. When congressional travel documents are used as background for case files, their disposition will be same as the files they support.</p>			