

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

LEAVE BLANK	
JOB NO NCI-AFU-81- 8 75	
DATE RECEIVED <i>September 16, 1981</i>	
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10	
<i>10-29-81</i> Date	<i>[Signature]</i> 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
Directorate of Administration, HQ USAF

3. MINOR SUBDIVISION
Documentation Management

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 9 SEP 1981	D. SIGNATURE OF AGENCY REPRESENTATIVE <i>[Signature]</i>	E. TITLE JAMES E. DAGWELL Documentation Management Branch Information Mgmt and Resources Div.	
7. ITEM NO 1	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods) ADMINISTRATION DOCUMENTS (Table 11-2) (Applicable Air Force-wide) Air Force proposes a new rule addition to Table 11-2 for foreign government gifts documentation. The disposition allows us the flexibility to keep for ³⁰ 70 years those documents that have possible diplomatic, congressional, and legal implications. <i>[Amended by R. Wore per R. Dwyer, 10/28/81]</i>	9. SAMPLE OR JOB NO NCI-AFU-81-6, Item 1	10. ACTION TAKEN
Mass Data Change Sheet not required.			

Closed Out: 11-4-81: [Signature]
Copy 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
35	gifts from foreign governments to AF personnel, consultants and their dependents	background information related to gift presentations, requests to retain gifts for official use, appraisals, request approvals, reports, guidance on accepting gifts, investigative data, administrative or disciplinary action against violators of gift acceptance and reporting provisions		destroy after 50 ³⁰ years, or when no longer needed for administrative purposes, whichever is sooner. [Amended by R. Wire per R. Dwyer, 10/28/81]

TABLE 11-2

ADMINISTRATIVE DOCUMENTS

R U L E	A	B	C	D
	If documents are or pertain to	consisting of	which are	then
34 *	<p>gifts from foreign governments to AF personnel, consultants and their dependents</p>	<p>background information related to gift presentations, requests to retain gifts for official use, appraisals, request approvals, reports, guidance on accepting gifts, investigative data, administrative or disciplinary action against violators of gift acceptance and reporting provisions</p>		<p>retire as permanent.</p> <p><i>[Disposition not approved]</i></p>

INSTRUCTIONS