

Wallace

REQUEST FOR RECORDS DISPOSITION AUTHORITY  
(See Instructions on reverse)

LEAVE BLANK

JOB NO.

NCI-AFCU-82-59

DATE RECEIVED

June 17, 1982

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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10.

Dec 8, 82 [Signature]   
 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  
Directorate of Administration, HQ USAF

3. MINOR SUBDIVISION  
Documentation Management

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 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 JUN 1982  
D. SIGNATURE OF AGENCY REPRESENTATIVE: [Signature of James E. Dagwell]  
E. TITLE: JAMES E. DAGWELL  
Documentation Management Branch  
Information Mgmt and Resources Div

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	UNIT, ORGANIZATION AND MATERIEL CONTROL SUPPLY RECORDS (Table 67-3) (Applicable Air Force-wide)  The purpose of this request is to establish a rule 24 for the customer complaints/inquiries maintained by the Customer Liaison Office. The files consist of correspondence used to record and resolve customer complaints, problems, or inquiries. The files should be maintained for 1 year after resolution of the case. This retention will satisfy the Air Force needs for the information.	NN-173-20  NN-170-32	1 item

No mass data change sheet required. Copy of job sent to NNM by R.A. W, 12/11/82. Closed out: 12-15-82:cm Copy to Agency

TABLE 67-3 Unit, Organization and Materiel Control Supply Records

R U L E	A	B	C	D
	If documents are or pertain to	consisting of	which are	then
24	customer complaints/ inquiries	correspondence used to record and resolve customer com- plaints, problems, or in- quiries	at the Customer Liaison Office	destroy 1 year after resolution of the case.