

Wallace

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

LEAVE BLANK	
JOB NO NCI-AFU-82-72	
DATE RECEIVED 9/10/82	
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the disposal request including amendments is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10	
Jan 8, 82 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. Neil Vandergraaf

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 2 SEP 1982	D SIGNATURE OF AGENCY REPRESENTATIVE <i>James E. Dagwell</i>	E JAMES E. DAGWELL Chief, Documentation Management Directorate of Administration
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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>STUDIES AND REPORTS (T178-1) (Applicable Air Force-wide)</p> <p>Attached change is submitted for your review and approval.</p> <p>It is resubmitted per your letter 30 Aug 82 and withdrawn job number NCI-AFU-82-67 to indicate that these records are made a part of the record set of publications to which they pertain. We cannot specify a numerical designation, because of the various regulations and other directives involved at HQ USAF and the Major Command levels. We have therefore corrected Columns C and D of rule 6 to clarify the records and the disposition instructions to be used.</p> <p>The retention criteria adequately serve Air Force requirements.</p>	NCI-AFU-82-67	1 item

Mass data change sheet required. Copy of job sent to NNIM by RAW, 12/22/82
Closed out 1-18-83 Copies also mailed to Agency 1-18-83 JP

TABLE 178-1

STUDIES AND REPORTS

R U L E	A	B	C	D
	If documents are or pertain to	consisting of	which are	then
6	information re- quirements manage- ment	basic policies and pro- cedures pertaining to AF information re- quirements management program	<p>*are at HQ USAF and MAJCOMs and made a part of the record set of the appli- cable ^{publication} directive to which they pertain</p> <p>[Amended by R. Wire per N. Vandergraaf, 9/27/82]</p>	*see Table 5-1 for disposition.