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
James E. Lagwell

E NAME OF PERSON WITH WHOM TO CONFER
Directorate of Administration

7 ITEM NO
8. DESCRIPTION OF ITEM
(STUDIES AND REPORTS (T178-1))
(Applicable Air Force-wide)

1 Attached change is submitted for your review and approval. NCI-AFU-82-67

It is resubmitted per your letter 30 Aug 82 and withdrawn job number NCI-AFU-82-67 to indicate that these records are made a part of the record set of publications to which they pertain.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 2 to clarify the records and the disposition instructions to be used.

The retention criteria adequately serve Air Force requirements.

115-107

by RAW, 12/22/82

Closed out 1-18-83 Copy sent to USAF

STANDARD FORM 115
Revised April, 1975
Prescribed by General Services Administration
FPMR (41 CFR) 101-11.4
<table>
<thead>
<tr>
<th>RULE</th>
<th>A</th>
<th>B</th>
<th>C</th>
<th>D</th>
</tr>
</thead>
<tbody>
<tr>
<td>6</td>
<td>information requirements management</td>
<td>basic policies and procedures pertaining to AF information management program</td>
<td>*are at HQ USAF and MAJCOMs and made a part of the record set of the applicable directive to which they pertain</td>
<td>*see Table 5-1 for disposition.</td>
</tr>
</tbody>
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[Amended by R. Wire, per N. Vandergraaf, 9/27/82]