

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

LEAVE BLANK	
JOB NO.	
NCL-AFU-83-21	
DATE RECEIVED	
10-25-82	
NOTIFICATION TO AGENCY	
<small>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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10.</small>	
4-25-83 <i>Date</i>	<i>James E. Dagwell</i> <i>Archivist of the United States</i>

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	D. SIGNATURE OF AGENCY REPRESENTATIVE	E. NAME AND TITLE OF AGENCY REPRESENTATIVE
18 OCT 1982	<i>James E. Dagwell</i>	JAMES E. DAGWELL Chief, Documentation Management Directorate of Administration

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	<p style="text-align: center;">ADMINISTRATIVE RECORDS (Table 11-2) (Applicable Air Force-wide)</p> <p>Air Force proposes changes to Table 11-2, as follows:</p> <p>1 Rule 26. Permanent retirement of community service program (CSP) reports is no longer applicable. The requiring directive requires only an activity report which is used to inform HQ USAF and Major Commands of accomplishments and as crossfeed between CSP project officers.</p> <p>2 Rule 28. Permanent retirement of CSP legal agreements and permits is no longer applicable. These often expire at a certain date or are renewed.</p>		

*No mass data change required. Copy of job sent to NNM by RAW on 4/26/83. Copy to agency, 4-27-83; 88.*

*2 items*

TABLE 11-2

## ADMINISTRATIVE RECORDS

R U L E	A	B	C	D
	If documents are or pertain to	consisting of	which are	then
Item 1 26	community service program	*reports	at HQ AFMPC/MPCASC	*destroy when superseded, obsolete, or no longer needed.
N/C 27			at other than AFMPC/ MPCASC	destroy after 2 years. N/C
Item 2 28		legal agreements and permits	obligating the AF	*destroy when superseded, obsolete, or no longer needed.