

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

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

LEAVE BLANK	
JOB NO	UCI-AFU-83-38
DATE RECEIVED	11/24/82
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the disposal request including amendments is approved except for items that may be stamped 'disposal not approved' or 'withdrawn' in column 10	
Date	1-7-83 <i>[Signature]</i> Archivist of the United States

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 TITLE
4 NOV 1982	<i>[Signature]</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
1	<p>TABLE OF ALLOWANCE/AUTHORIZATION RECORDS (Table 67-5) (Applicable Air Force-wide)</p> <p>The purpose of this submission is to add rule 4.1, which covers the disposition of allowance/authorization change requests and custodian request receipts for requisitioning office furniture. Approved AF Form 601 submitted for requisitioning office furniture will be destroyed after 12 months. This requirement is levied as a result of the Implementation of Furniture Management Regulation imposed by AFM 67-1, Vol II, Part Two, Chapter 15, effective 1 Jul 82.</p>	NC-AFU-75-57 NN 171-71	1 item

No mass data change required. Copy of job sent to NNM by RAW, 1/10/83. Copy to agency, 1-27-83; 88.

TABLE 67-5, TABLE OF ALLOWANCE/AUTHORIZATION RECORDS

R U L E	A	B	C	D
	If documents are or pertain to	consisting of	which are	then
4.1 *	allowance/authorization change requests and custodian requests/receipts (see note)	approved copies	for requisitioning of-office furniture	destroy after 1 year.