(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 5 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 disposal after a specified period of time or request for permanent retention. C DATE D SIGNATURE OF AGENCY REPRESENTATIVE E TITLE GRACE T. ROWE DOCUMENTATION TO AGENCY TO AGENCY REPRESENTATIVE E TITLE GRACE T. ROWE DOCUMENTATION TO AGENCY REPRESENTATIVE E TITLE GRACE T. ROWE DOCUMENTATION TO AGENCY REPRESENTATIVE E TITLE GRACE T. ROWE DOCUMENTATION TO AGENCY REPRESENTATIVE E TITLE GRACE T. ROWE DOCUMENTATION TO AGENCY REPRESENTATIVE E TITLE GRACE T. ROWE DOCUMENTATION TO AGENCY REPRESENTATIVE E TITLE GRACE T. ROWE DOCUMENTATION TO AGENCY REPRESENTATIVE E TITLE GRACE T. ROWE DOCUMENTATION TO AGENCY REPRESENTATIVE Directorate of Administration **B DESCRIPTION OF ITEM**	, DE(OUTOT TOD DECORDE DISCOSITION AS	171100171	,	* ,	
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STANDARD FORM 115
Revised April, 1975
Prescribed by General Services
Administration
FPMR (41 CFR) 101-11 4

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5.1	Private organizations' documentation (PO) of Types 2 and 3 PO's as described in AFR 34-4 [Amended by R. Wire per G. Rowe, 6/23/83]	financial audits and financial reviews .	at responsible staff office as designated by the installation commander	destroy after 1 year or when no longer needed, whichever is sooner. (Exception: Retain the most recent for 1 fiscal year following discontinuance of the PO, then destroy).						