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

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
Grace T. Rowe

E TITLE
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

PERSONNEL SERVICES (Table 34-1)
(Applicable Air Force-wide)

1 This submission adds rule 5.1 to cover financial audits and financial reviews. These documents may be destroyed after 1 year or when no longer needed except that the most recent should be retained for 1 fiscal year following discontinuance of the private organization. Note that the nomenclature of private association has been changed to private organization. The documentation on private organizations is maintained by Air Force for monitorship purposes only. The documentation maintained by the private organizations will be disposed of as prescribed by the organization. Those records are not official Air Force records. See attached AFR 34-4 for information or private organizations.

No mass data change sheet required. Copy of job sent to NNM and agency by RAWL, 7-28-83.
<table>
<thead>
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<th>RULE</th>
<th>A</th>
<th>B</th>
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<tbody>
<tr>
<td>5.1</td>
<td>Private organizations' financial audits and financial reviews</td>
<td>consisting of</td>
<td>which are</td>
<td>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).</td>
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*Amended by R. Whit per G. Rowe, 6/23/83*