

Wallace

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 NCI-AFU-83-93	
DATE RECEIVED 6/3/83	
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the disposal request including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10	
7-26-83 Date	<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 27 May 83	D SIGNATURE OF AGENCY REPRESENTATIVE <i>Grace T Rowe</i>	E TITLE GRACE T. ROWE Documentation Management Directorate of Administration
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7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
1	<p>PERSONNEL SERVICES (Table 34-1) (Applicable Air Force-wide)</p> <p>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 on private organizations.</p>		

No mass data change sheet required. Copy of job sent to NNM and agency by ROWE, 7-28-83.

1 item

TABLE 34-1 PERSONNEL SERVICES

R U L E	A	B	C	D
	If documents are or pertain to	consisting of	which are	then
5.1 *	Private organizations' documentation (PO) of Types 2 and 3 PO's as described in AFR 34-4 [Amended by R. Wize 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).