

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

5. TEL. EXT.

Mrs Grace T. Rowe

694-3527

LEAVE BLANK

JOB NO

NCI-AFU-84-4

DATE RECEIVED

10/14/83

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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10.

10-27-83

Date

John K. May
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

GRACE T. ROWE

Documentation Management

6 OCT 1983

Grace T Rowe

7. ITEM NO.

8. DESCRIPTION OF ITEM
(With Inclusive Dates or Retention Periods)

9. SAMPLE OR JOB NO.

10. ACTION TAKEN

STAFFING (Table 40-2)
(Applicable Air Force-wide)

The purpose of this submission is to establish rule 9.1 for disposition of the semi-annual inventory or other inventories such as change of Civilian Test Control Officers (CTCO) of controlled test material. The inventories are required to assure strict accountability over the controlled test material (see attached extract from draft AFR 40-6). The inventories may be destroyed after completion of the next inventory.

NCI-AFU-81-50

No mass data change sheet required. Copy of job sent to agency & NNM by RA/W on 11-16-83.

1 item

TABLE 40-2 Staffing

R U L E	A	B	C	D
	If documents are or pertain to	consisting of	which are	then
9.1 *	examinations	semi-annual or other inventories of test material		destroy after completion of next inventory