

Wallace

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

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JOB NO. **NCI-AFU-84-23**

DATE RECEIVED **2/24/84**

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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10.

3-7-84 *[Signature]*
Date Archivist of the United States

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 **10 FEB 1984**

D. SIGNATURE OF AGENCY REPRESENTATIVE *Grace T Rowe*

E. TITLE **GRACE T. ROWE**
Documentation Management Branch

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	ON/OFF BASE HOUSING RECORDS (Table 90-3) (Applicable Air Force-wide)		
1	Rule 3 Change column D to read "destroy when 10 years old." Directorate of Civil Engineering and Services has determined that the 10 year hold on these records is adequate to satisfy the statute of limitation requirement.	NCI-AFU-78-45	
2	Rule 6 Change column D to read "destroy when 10 years old." Directorate of Civil Engineering and Services has determined that a 10-year hold will satisfy their administrative needs for these records.		
3	Rule 12 Change column D to read, "destroy when 12 years old."		
4	Rule 14 Change column D to read "destroy when 20 years old." The revised retention periods in rules 12 and 14 will satisfy the reference requirements of the records.		

4 items

115-107

Mass data change sheet required, copy of job sent to agency by RAW on 3-8-84.

NEW sent 3-19-84 by DMW per NCD 84-71.

78 attached.

TABLE 90-3 On/Off Base Housing Records

R U L E	A	B	C	D
	If documents are or pertain to	consisting of	which are	then
*3	off-base housing referral service	off-base housing referral reports	at HQ USAF	destroy when 10 years old
*6	equal opportunity in off-base housing	housing descrimination complaints, case files reports of investigation, and related correspondence	at HQ USAF other than HQ USAF/ JACL	destroy when 10 years old
*12	bachelor and transient quarters	utilization/obcupancy reports and related documents	at HQ USAF	destroy when 12 years old
*14	family/bachelor/ transient housing, housing referral or equal opportunity in off-base housing	basic policies, procedures, policy waivers, etc.	at HQ USAF and MAJCOMS	destroy when 20 years old