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
Records Mgt Branch

4. NAME OF PERSON WITH WHOM TO CONFER
Dennis F. Shuell

5. TELEPHONE EXT. DATE
694-3494 Jan 6, 85

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; and that written concurrence from the General Accounting Office, if required under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies, is attached.

A. GAO concurrence: □ is attached; or □ is unnecessary.

B. DATE
24 DEC 1984

C. SIGNATURE OF AGENCY REPRESENTATIVE
GRACE T. ROWE

D. TITLE
Records Mgt Branch

7. ITEM NO.

8. DESCRIPTION OF ITEM
(Fuel Inclusive Dates or Retention Periods)
FUELS, PROPPELLANTS, AND CHEMICAL RECORDS
(Applicable Air Force-wide)

1

The purpose of this submission is to extend the retention period for rule 3, operation loss analysis records from "6 months" to "3 years". These records are reviewed by higher headquarters for management purposes and by the Air Force Auditors.

In addition, we want to change the disposition instructions for rules 4 and 9, from "6 months and 1 year, respectively, to "destroy after six months, or when no longer needed as auditable service documents supporting manpower and vehicle authorization, whichever is later." This change is requested due to new procedures for determining and validating manpower and vehicle requirements.

9. GRS OR SUPERSEDED JOB CITATION
NCI-AFV-76-55

10. ACTION TAKEN
□ NARS USE ONLY

3 ITEMS

by RAW on 1-10-85

STANDARD FORM 115 (REV. 8-83)
Prescribed by GSA
FPMR (41 CFR) 101-11.4
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<td>3</td>
<td>aviation fuels and ground petroleum and</td>
<td>operating loss analysis</td>
<td>at base fuel activities</td>
<td>destroy after 3 years</td>
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<td>9</td>
<td>test records</td>
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<td>destroy after 6 months or when</td>
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