

REQUEST FOR RECORDS DISPOSITION AUTHORITY (See Instructions on reverse)		LEAVE BLANK	
TO: GENERAL SERVICES ADMINISTRATION NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408		JOB NO. NCI-AFU-85-10	DATE RECEIVED 1-2-85
1. FROM (Agency or establishment) DEPARTMENT OF THE AIR FORCE		NOTIFICATION TO AGENCY	
2. MAJOR SUBDIVISION Directorate of Administration, HQ USAF		In accordance with the provisions of 44 U.S.C. 3303a the disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10. If no records are proposed for disposal, the signature of the Archivist is not required.	
3. MINOR SUBDIVISION Records Mgt Branch			
4. NAME OF PERSON WITH WHOM TO CONFER Dennis F. Shuell	5. TELEPHONE EXT. 694-3494	DATE Jan 8, 85	ARCHIVIST OF THE UNITED STATES <i>[Signature]</i>
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 <i>Ina T Rowe</i>	D. TITLE GRACE T. ROWE Records Mgt Branch
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7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (INARS USE ONLY)
1	FUELS, PROPELLANTS, AND CHEMICAL RECORDS (Table 144-1) (Applicable Air Force-wide) 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.	NCI-AFU-76-55	
2 + 3	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.		
<p><i>No mass data change sheet required. Copy of job sent to agency by RAW on 1-10-85</i></p>			

3 items

TABLE 144-1 FUELS, PROPELLANTS, AND CHEMICAL RECORDS

R U L E	A	B	C	D
	If documents are or pertain to	consisting of	which are	then
Item 1 3 *	aviation fuels and ground petroleum and cryogenic products	operating loss analysis	at base fuel activities	destroy after 3 years
Item 2 4 *		daily fuel requests and servicing logs		destroy after 6 months, or when no longer needed as auditable source documents supporting manpower and vehicle authori- zations, whichever is later.
Item 3 9 *	test records	laboratory test results	at area testing laboratories	destroy after 6 months or when no longer needed as auditable service documents supporting manpower and vehicle authori- zations, whichever is later