

REQUEST FOR RECORDS DISPOSITION AUTHORITY <i>(See Instructions on reverse)</i>		LEAVE BLANK	
TO GENERAL SERVICES ADMINISTRATION NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408		JOB NO <i>NCI-AFU-85-12</i>	DATE RECEIVED <i>2-19-85</i>
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 USC 3303, 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disposal request, including amendments is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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 Grace T. Rowe	5. TELEPHONE EXT. 694-3494	DATE <i>3/4/85</i>	ARCHIVIST OF THE UNITED STATES <i>Blah Warr</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 <i>2-14-85</i>	C SIGNATURE OF AGENCY REPRESENTATIVE <i>Grace T. Rowe</i>	D TITLE GRACE T. ROWE Records Mgt Branch
--------------------------	--	--

7 ITEM NO	8 DESCRIPTION OF ITEM <i>(With Inclusive Dates or Retention Periods)</i>	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN <i>(NARS USE ONLY)</i>
1	MORALE, WELFARE, AND RECREATION (Table 215-1) (applicable Air Force-wide) The purpose of this submission is to add rule 6.1 to cover the Morale, Welfare, and Recreation Master Plan. The plan is developed annually and covers the various facets of the entire program, including facilities, programs, annual and long-range goals of three to five years. The plans may be destroyed after 4 years. This would maintain the current plan and the preceding three plans. This allows the plans to be reviewed for continuity in the long-range goals sections. It is very important that major goals do not suddenly appear in the annual goals without tracking through the long-range section. Also, an adequate planning history makes the annual update much easier. Rule 6 is being reworded in column A to read "Tri ^e annual survey and program prioritization"; column B is described as base survey results used in program planning. Retention remains the same.	NCI-AFU-82-10, Item 1 (Table 215-1, Rule 6)	
<i>copy of job sent to agency 3-5-85; RAW</i>			<i>1 item</i>

TABLE 215-1 Morale, Welfare and Recreation

R U L E	A	B	C	D
	If documents are or pertain to	consisting of	which are	then
Item 6.1 *	Morale, Welfare and Recreation (MWR) Program Plan	annual base level plans for current and future MWR programs [Amended by R. Wore per G. Rowe, 2-25-85]	at bases	destroy after 4 years