

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. NCL-AFU-85-24	DATE RECEIVED 5-3-85
1. FROM (Agency or establishment) DEPARTMENT OF THE AIR FORCE		NOTIFICATION TO AGENCY	
2. MAJOR SUBDIVISION Directorate of Administration		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disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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 Management Branch			
4. NAME OF PERSON WITH WHOM TO CONFER Mr Dennis F. Shuell	5. TELEPHONE EXT. 694-3494	DATE Aug 7, 1985	ARCHIVIST OF THE UNITED STATES <i>Frederick A. Burke</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 3 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.

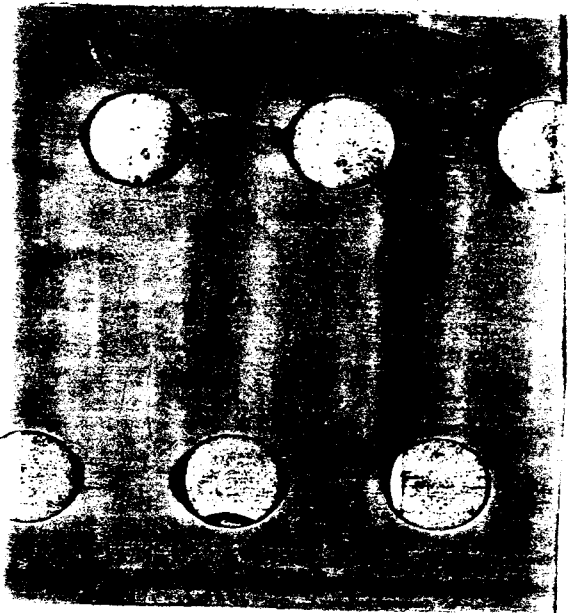
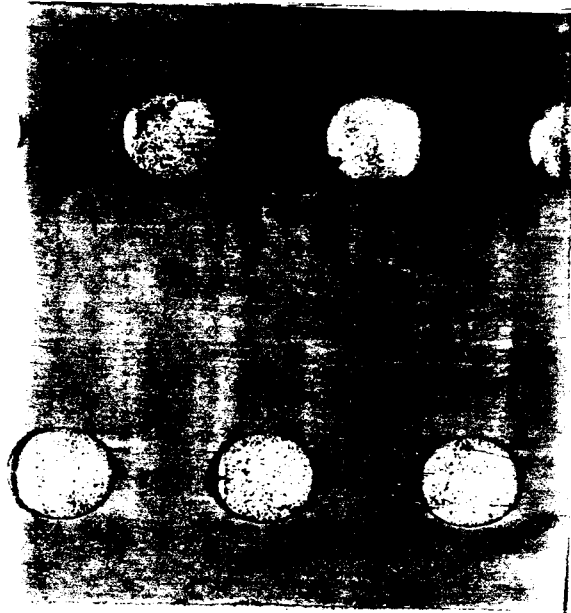
B. DATE 29 APR 1985	C. SIGNATURE OF AGENCY REPRESENTATIVE <i>Grace T. Rowe</i>	D. TITLE GRACE T. ROWE Records Management Branch
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7. ITEM NO.	8. DESCRIPTION OF ITEM <i>(With Inclusive Dates or Retention Periods)</i>	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN <i>(NARS USE ONLY)</i>
	<p>VEHICLE OPERATIONS DOCUMENTS (Table 77-2) (Applicable Air Force-wide)</p> <p>The purpose of this submission is to establish disposition for AF Form 868, Request for Motor Vehicle Services. The two rules will provide management direction for the AF Form 868 that are the basis for manpower requirements in Vehicle Management; including Mobility requirements.</p> <p>Management Engineering requires at least one year's worth of AF Forms 868 to determine the manpower requirements for Operations Supervision, Dispatch Operations, Dispatch Support and Equipment Support (rule 22). In addition, they require at least two year's worth of AF Forms 868 to determine manpower requirements to support exercises and/or deployments (rule 23).</p> <p>The attached table will meet the requirements of the Air Force.</p>	<i>Exception to GRS 10, Item 2a (Destroy when 3 months old)</i>	<i>2 items</i>

Copy sent to agency by RAW, 8-27-85.

TABLE 77-2

R U L E	A	B	C	D
	If documents are or pertain to	consisting of	which are	then
<i>Item</i> 1 22	Vehicle dispatch documents	Request for Motor Vehicle Services (AF Form 868), letters/messages requesting vehicle transportation, copies daily flying schedules, and related correspondence		destroy after 1 year
<i>Item</i> 2 23		Request for Motor Vehicle Services (AF Form 868), log of events, and related correspondence	initiated as a result of exercises/ deployments	destroy after 2 years



PREVIOUS EDITION IS OBSOLETE.

DISPATCHER	TIME OF CALL	PAX MILES	DATE
TYPE OF REQUEST			
TAXI	AIR CREW SUPPORT		
U-DRIVE	TRACTOR TRAILER		
WRECKER	OTHER (Specify)		
NAME OF REQUESTER			DUTY PHONE NO.
NAME OF USER AND ORGANIZATION			DUTY PHONE NO.
NUMBER OF PAX	CARGO	DATE REQUIRED	
TYPE OF VEHICLE	REG NUMBER	TIME REQUIRED	
PICKUP LOCATION	EST USE TIME	TIME OF DISPATCH	
		TIME OF ARR/PICKUP	
DESTINATION	DROP OFF	RESPONSE TIME	
	ROUND TRIP	TIME RELEASED	
OPERATOR'S NAME			TIME IN SERVICE
REMARKS (Use reverse if need more space)			
VOO must sign or initial, if travel exceeds 72 hours.			

AF FORM 868 APR 84 REQUEST FOR MOTOR VEHICLE SERVICES
U.S. G.P.O. 1984-442-082