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

3. MINOR SUBDIVISION
Records Management Branch

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

5. TELEPHONE EXT.
694-3494

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
GRACE T. ROWE

D. TITLE
Records Management Branch

7. ITEM NO.

8. DESCRIPTION OF ITEM
(With Inclusive Dates or Retention Periods)

9. GRS OR SUPERSEDED ITEM (CITATION ONLY)

10. ACTION TAKEN (NARS USE ONLY)

VEHICLE OPERATIONS DOCUMENTS (Table 77-2)
(Applicable Air Force-wide)

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.

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 years' worth of AF Forms 868 to determine manpower requirements to support exercises and/or deployments (rule 23).

The attached table will meet the requirements of the Air Force.
<table>
<thead>
<tr>
<th>RULE</th>
<th>A</th>
<th>B</th>
<th>C</th>
<th>D</th>
</tr>
</thead>
<tbody>
<tr>
<td>Item 22</td>
<td>Vehicle dispatch documents</td>
<td>Request for Motor Vehicle Services (AF Form 868), letters/messages requesting vehicle transportation, copies daily flying schedules, and related correspondence</td>
<td></td>
<td>destroy after 1 year</td>
</tr>
<tr>
<td>Item 23</td>
<td></td>
<td>Request for Motor Vehicle Services (AF Form 868), log of events, and related correspondence</td>
<td>initiated as a result of exercises/deployments</td>
<td>destroy after 2 years</td>
</tr>
</tbody>
</table>