

REQUEST FOR RECORDS DISPOSITION AUTHORITY <i>(See Instructions on reverse)</i>		LEAVE BLANK	
		JOB NO	NCI-AFU-85-36
TO GENERAL SERVICES ADMINISTRATION NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408		DATE RECEIVED	7-26-85
1 FROM <i>(Agency or establishment)</i> DEPARTMENT OF THE AIR FORCE		NOTIFICATION TO AGENCY	
2 MAJOR SUBDIVISION Directorate of Administration		In accordance with the provisions of 44 USC 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disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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 Corneles Vandergraaf, Jr	5 TELEPHONE EXT. 694-3494	DATE 7-15-86	ARCHIVIST OF THE UNITED STATES <i>Frank R. 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	C SIGNATURE OF AGENCY REPRESENTATIVE	D TITLE
22 JUL 1985	<i>Grace T. Rowe</i>	GRACE T. ROWE Records Management Branch Directorate of Administration

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	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN 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	TRAVEL DOCUMENTATION (Table 177-20) (Applicable Air Force-wide) The attached submission is to change Table 177-20, Rule 3.		1 item

copy sent to agency 1-16-88

The superseded pages of the Joint Travel Regulations (JTR) are kept in a few offices for a 2 year period because of possible references to be made. The base level offices in the Accounting and Finance and Travel Orders Offices are users of the JTR. They never have a need to refer to any superseded pages. Therefore, we should not require them to keep these superseded pages for 2 years or longer. This places an uneconomical and administrative burden on these offices. Also, the cover page of the JTR allows offices to "destroy the superseded pages when no longer needed for administrative purposes." The current retention of these superseded pages is too long for the majority of users. Recommend approval of the changed disposition criteria to: "destroy when no longer needed."

PROPOSED DLTTABLE 177-20
TRAVEL DOCUMENTATION
RULE

	A	B	C	D
3	Joint Travel Regulation (JTR)	Superseded Pages		Destroy when no longer needed.