REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS

(See Instructions on Reverse)

TO: GENERAL SERVICES ADMINISTRATION, NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, D.C. 20408

1. FROM (AGENCY OR ESTABLISHMENT)

DEPARTMENT OF THE AIR FORCE, HQ USAF

2. MAJOR SUBDIVISION

DIRECTORATE OF ADMINISTRATION

3. MINOR SUBDIVISION

DOCUMENTATION SYSTEMS DIVISION

4. NAME OF PERSON WITH WHOM TO CONFER

Mr. C. J. Phillips

5. TEL. EXT.

11 29209

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 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified.

1 JUN 1973

R. E. REILLY, Chief

Documentation Management Branch

Directorate of Administration

7. ITEM NO.

8. DESCRIPTION OF ITEM

(With Inclusive Dates or Retention Periods)

ESTIMATES AND FINANCIAL PLANS
(AM 12-50, TABLE 172-2)

The purpose of this submission is to revise present rules 4 and 5, table 172-2, AM 12-50. Description of documentation has been changed to reflect that which is presently being accumulated. Rule 4c is amended to establish office of primary responsibility for certain documentation. Rule 5d has been changed to require a minimum two-year retention period to meet present requirements.

Disposal is approved pending GAO concurrence.

J.L.W.

12 JUN 1973
<table>
<thead>
<tr>
<th>TABLE 172-2</th>
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</thead>
<tbody>
<tr>
<td>ESTIMATES AND FINANCIAL PLANS</td>
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<table>
<thead>
<tr>
<th>RULE</th>
<th>A</th>
<th>B</th>
<th>C</th>
<th>D</th>
</tr>
</thead>
<tbody>
<tr>
<td>4. congressional hearing documentation</td>
<td>If documents are or pertain to</td>
<td>consisting of</td>
<td>which are</td>
<td>then</td>
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<td></td>
<td>correspondence, budgetary statements, forms, reports, transcripts, inserts for hearing records, budget estimate instructions, and other related backup material that are or reflect data furnished congressional appropriation committees during budgetary hearings.</td>
<td>budgetary hearing records</td>
<td>at preparing offices and are NOT included in published congressional hearing records</td>
<td>retire as permanent.</td>
</tr>
<tr>
<td>5</td>
<td>Published in congressional hearing records, or are furnished monitoring activities for use during congressional budgetary hearings</td>
<td>*destroy 2 years after FY in which budget hearings are held or when purpose has been served, whichever is later.</td>
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*AFM 181-5, 1 Dec 66 paragraph*