

INACTIVE - ALL ITEMS SUPERSEDED OR OBSOLETE

Schedule Number: NC1-AFU-85-036

All items in this schedule are inactive. Items are either obsolete or have been superseded by newer NARA approved records schedules.

Description:

In 1989, Air Force submitted N1-AFU-90-003 to cover all of their temporary items in AFR 12-50, Volume II, Disposition of Air Force Records (dated 1987) under a single job number. The items on this schedule are temporary and match N1-AFU-90-003, therefore, they are superseded by that schedule.

REQUEST FOR RECORDS DISPOSITION AUTHORITY

(See Instructions on reverse)

LEAVE BLANK

JOB NO

NCI-AFU-85-36

DATE RECEIVED

7-26-85

TO GENERAL SERVICES ADMINISTRATION
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408

1 FROM (Agency or establishment)

NOTIFICATION TO AGENCY

DEPARTMENT OF THE AIR FORCE

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disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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.

2 MAJOR SUBDIVISION

Directorate of Administration

3 MINOR SUBDIVISION

Records Management Branch

4 NAME OF PERSON WITH WHOM TO CONFER

Mr Corneles Vandergraaf, Jr

5 TELEPHONE EXT.

694-3494

DATE

1-15-86

ARCHIVIST OF THE UNITED STATES

Frank L. Burke

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

22 JUL 1985

C SIGNATURE OF AGENCY REPRESENTATIVE

Grace T. Rowe

D TITLE

GRACE T. ROWE
Records Management Branch
Directorate of Administration7
ITEM
NO8 DESCRIPTION OF ITEM
(With Inclusive Dates or Retention Periods)9 GRS OR
SUPERSEDED
JOB
CITATION10 ACTION
TAKEN
(NARS USE
ONLY)

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 1-16-86
HQA

The superseded pages of the Joint Travel Regulations (JTR) are kept in a few offices for a 2 year period because of possible references to be made.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 DLT

TABLE 177-20
TRAVEL DOCUMENTATION
RULE

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3	Joint Travel Regulation (JTR)	Superseded Pages		Destroy when no longer needed.