REQUEST FOR RECORDS DISPOSITION AUTHORITY (See Instructions on reverse)			108 NO. NI-AFU -88-49			
GENERAL SERVICES ADMINISTRATION NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408				DATE RECEIVED 8-11-88		
1. FROM (Agency or establishment)				NOTIFICATION TO AGENCY		
T OF THE AIR FORCE - HQ USAF						
TE OF INFORMATION MANAGEMENT AND ADIVISION	except for items that approved" or "withdra are proposed for dispos	may be marked wn" in column 1	"disposition in . 10 If no record			
ANAGEMENT POLICY SECTION	S TELEDH	ONE EXT	l cut 1	VIST OF THE ON	WITEN STATES	
Pierre J. Jost			8BB Clandene Weden			
OF AGENCY REPRESENTATIVE				0		
ords proposed for disposal in this Request of ill not be needed after the retention period Office, if required under the provisions of T	f <u>TWC</u> ds specif title 8 of	page(: ied, and	s) are not now need that written concu	ed for the bu irrence from	siness of the the General	
C. SIGNATURE OF AGENCY REPRESENTATIVE		D. TITLE				
Inace T Rowe		GRACE				
8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)				9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARS USE ONLY)	
REPROGRAPHICS (Table 6-1) (Applicable Air Force-wide)						
The purpose of this request is to change the disposition instructions of the forms used in duplicating and micrographics activities to show that the job was completed and that it was returned to the requester. The present disposition is "destroy 1 month after job completed." We asked the Air Force Printing Management Branch responsible for reprographics services to give us their opinion and they concluded that, for administrative reasons,						
	SERVICES ADMINISTRATION L ARCHIVES AND RECORDS SERVICE, WASHING OF establishment! TOF THE AIR FORCE - HQ USAF IVISION TE OF INFORMATION MANAGEMENT AND AIR IVISION ANAGEMENT POLICY SECTION ANAGEMENT POLICY SECTION ASSON WITH WHOM TO CONFER Jost FOR AGENCY REPRESENTATIVE If that I am authorized to act for this agent and proposed for disposal in this Request of ill not be needed after the retention period Office, if required under the provisions of The Currence: I is attached; or IX is unnecessed C. SIGNATURE OF AGENCY REPRESENTATIVE REPROGRAPH (Table 6- (Applicable Air I The purpose of this request sition instructions of the cating and micrographics and the job was completed and the requester. The present 1 month after job completed Force Printing Management 1 reprographics services to complete the concluded that, for and the records should be retained after job is completed. To lation, we changed "ninety months".	(See Instructions on reverse) SERVICES ADMINISTRATION L ARCHIVES AND RECORDS SERVICE, WASHINGTON, Describilithment) T OF THE AIR FORCE - HQ USAF INVISION THE OF INFORMATION MANAGEMENT AND ADMINISTRATION ANAGEMENT POLICY SECTION SON WITH WHOM TO CONFER Jost OF AGENCY REPRESENTATIVE In this Request of	SERVICES ADMINISTRATION L ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408 TO STATE AIR FORCE - HQ USAF INISION TE OF INFORMATION MANAGEMENT AND ADMINISTRATION INISION ANAGEMENT POLICY SECTION ANAGEMENT POLICY SECTION SON WITH WHOM TO CONFER JOST OF AGENCY REPRESENTATIVE If you had I am authorized to act for this agency in matters pertured by the I am authorized to act for this agency in matters pertured in the needed after the retention periods specified, and office, if required under the provisions of Title 8 of the GAO Sourrence: is attached; or is unnecessary. C. SIGNATURE OF AGENCY REPRESENTATIVE With Inclusive Dates or Retention Periods REPROGRAPHICS (Table 6-1) (Applicable Air Force—wide) The purpose of this request is to change it in instructions of the forms used cating and micrographics activities to the job was completed and that it was the requester. The present disposition 1 month after job completed. We asked Force Printing Management Branch responsible to the youngladed that, for administrative the records should be retained for ning after job is completed. To conform will ation, we changed "ninety (90) days" months".	SERVICES ADMINISTRATION L ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408 SERVICES ADMINISTRATION L ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408 TO FOR THE AIR FORCE - HQ USAF IVISION ANAGEMENT POLICY SECTION ANAGEMENT POLICY SECTION ASSON WITH WHOM TO CONFER Jost For Agency Representative If you have been added after the retention periods specified, and that written concumpling in the needed after the previsions of Title 8 of the GAO Manual for Guidar currence: Is attached; or XX is unnecessary. C. SIGNATURE OF AGENCY REPRESENTATIVE REPROGRAPHICS (Table 6-1) (Applicable Air Force-wide) The purpose of this request is to change the disposition instructions of the forms used in duplicating and micrographics activities to show that the job was completed and that it was returned to the requester. The present disposition is "destroy 1 month after job completed." We asked the Air Force Printing Management Branch responsible for reprographics services to give us their opinion and they concluded that, for administrative reasons, the records should be retained for ninety (90) days after job is completed. To conform with our regulation, we changed "ninety (90) days" to read "3 months".	SERVICES ADMINISTRATION L ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408 SERVICES ADMINISTRATION L ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408 SOF STANDAMMENT! TOF THE AIR FORCE - HQ USAF INVISION TE OF INFORMATION MANAGEMENT AND ADMINISTRATION INVISION ANAGEMENT POLICY SECTION SSON WITH WHOM TO CONFER JOST G94-3527 JOST GRACE T, ROME, Chief, Rec Met Pc Directorate of Information Met and that writer concurrence from Grace of Federal Metal Inclusive Dates or Retention Periods GRACE T, ROME, Chief, Rec Met Pc Directorate of Information Met and GRACE T, ROME, Chief, Rec Met Pc Directorate of Information Met Concurrence of GRACE T, ROME, Chief, Rec Met Pc Directorate of Information Met Concurrence of GRACE T, ROME, Chief, Rec Met Pc Directorate of Information Met Concurrence of GRACE T, ROME, Chief, Rec Met Pc Directorate of Information Met Concurrence of GRACE T, ROME, Chief, Rec Met Pc Directorate of Information Met Concurrence of GRACE T, ROME, Chief, Rec Met Pc Directorate of Information Met Concurrence of GRACE T, ROME, Chief, Rec Met Pc Directorate of Information Met Concurrence of GRACE T, ROME, Chief, Rec Met Pc Directorate of Information Met Concurrence of GRACE T, ROME, Chief, Rec Met Pc Directorate of Information Met Concurrence of GRACE T, ROME, Chief, Rec Met Pc Directorate of Information Met Concurrence of GRACE T, ROME, Chief, Rec Met Pc Directorate of Information Met Concurrence of GRACE T, ROME, Chief, Rec Met Pc Directorate of Information Met Concurrence of GRACE T, ROME, Chief, Rec Met Pc Directorate of Reference of Re	

TABLE 6-1

TITLE OF TABLE REPROGRAPHICS

R U L E	If the records are or pertain to	consisting of	which are	then
*8	in-plant services	forms, including requisitions, and correspondence for duplicating or micrographics work		destroy 3 months after job is completed