

INACTIVE - ALL ITEMS SUPERSEDED OR OBSOLETE

Schedule Number: NC-174-000196

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 Items are either obsolete or have been superseded by newer NARA approved records schedules.

Description:

Item 11/2/3.1 was superseded by NC-AFU-76-008 / 11/2/3.1.

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. This schedule contains only temporary items and predates the 1987 manual. It is assumed that all items not previously superseded were superseded by N1-AFU-90-003.

REQUEST FOR AUTHORITY
TO DISPOSE OF RECORDS

(See Instructions on Reverse)

21 time

Air Force And.

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. K. J. Bilek

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.

2 APR 1974

Herbert G. Geiger

(Date)

(Signature of Agency Representative)

(Title)

HERBERT G. GEIGER, Chief
Documentation Systems Division
Directorate of Administration

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
1.	ADMINISTRATIVE RECORDS (11-2) (Applicable Air Force-wide) See attached table 11-2, rules 3.1 and 3.2 which provide disposition instructions for Congressional travel documentation. The recom- mended retention period will adequately serve all administrative and legal purposes of the Air Force.	DLT 11-2 R3.1 & 3.2	

Copy sent to agency 4/17/74 R.

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DATE RECEIVED APR 3 1974	JOB NO. NC 174-196
NOTIFICATION TO AGENCY	
In accordance with the provisions of 44 U.S.C. 3303a the dis- posal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "with- drawn" in column 10.	
4-12-74 <i>James B. Rhoads</i> Date Archivist of the United States	

STANDARD FORM 115
Revised November 1970
Prescribed by General Services
Administration
FPMR (41 CFR) 101-11.4
115-105

TABLE 11-2

ADMINISTRATIVE RECORDS

R U L E	A	B	C	D
	If documents are or pertain to	consisting of	which are	then
1				
2				
3				
3.1 ★	congressional travel	letters, request for travel orders, messages, trip reports, and related data and attachments pertaining to Congressional travel sponsored by the Department of the Air Force	at Director of Legislative Liaison SAFLL	destroy after 3 years.
3.2 ★			at all other activities	destroy after 1 year (Exception: when used as background for case files, then disposition will be same as the files they support).
4				
5				