

**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**

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:

LEAVE BLANK	
DATE RECEIVED <b>APR 5 1974</b> <b>NC 174-201</b>	JOB NO. <b>174-201</b>
NOTIFICATION TO AGENCY	
In accordance with the provisions of 44 U.S.C. 3303a the disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "with-drawn" in column 10.	
<b>4-25-74</b> Date	<i>James B. Rhoads</i> Archivist of the United States

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

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

**4 APR 1974**

*Herbert G. Geiger*

(Date)	(Signature of Agency Representative)	(Title)
7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.
	<p align="center"><b>C-E PROGRAM IMPLEMENTATION RECORDS (T100-3)</b></p> <p>The purpose of this submission is to establish disposition criteria for documentation relating to forecast of contract services fund requirements reports; contract services fund requests with copies of related purchase requests, contracts, and other documentation; and fund request cancellations.</p> <p>Records document the projected quarterly contract services requirements by workload identification and document the individual contract services fund request and approval which authorizes expenditures of funds, and cancellation of requirements. Overall they are used to present financial summaries by major C-E-M programs, for briefings and operating budget revisions, for compliance with priority systems invoked by HQ USAF during periods of acute fund shortages, for management of contract funds, for identification of expedited programs, and they document the installation of facilities through contractor services.</p>	10. ACTION TAKEN

*Copy sent to agency 4/29/74 C.J.*

TABLE: 100-3

C-E PROGRAM IMPLEMENTATION RECORDS

R U L E	A	B	C	D
	IF DOCUMENTS ARE OR PERTAIN TO	CONSISTING OF	WHICH ARE	THEN
8 *	contract services funding records	fund forecast reports; individual fund requests with purchase requests and other related documentation; and fund cancellation requests	fund forecast reports	destroy after one year
9 *			approved individual fund requests & related documentation	destroy two years after acceptance of the installation
10 *			disapproved individual fund requests and related documentation	destroy after one year

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