

Undif.

REQUEST FOR AUTHORITY
TO DISPOSE OF RECORDS

(See Instructions on Reverse)

AFU

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

LEAVE BLANK	
DATE RECEIVED JUL 22 1974	JOB NO. NC - AFU - 75 - 2
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.	
<i>7-26-74</i> <i>James E. O'Neil</i> (Date) <i>ACT, NE</i> Archivist of the United States	

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:

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

16 JUL 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.	10. ACTION TAKEN
	<p>NAF FINANCIAL MANAGEMENT RECORDS (TABLE 176-3) (Applicable Air Force-wide)</p> <p>The purpose of this submission is to reduce the retention period for bowling alley scoresheets from 6 months to 1 month as indicated on the attached table. Daily totals from the sheets are entered on a recap sheet and turned in to the Fiscal Control Officer. The sheets are then stored until the end of the month and then transferred to a records staging area to be held for the 6 month retention period. Adoption of proposed disposition criteria would eliminate workload involved in transferring documents to a staging area, as well as workload involved in staging area in destruction of documents after expiration of retention period.</p>	NN 170-33	

Sent to Agency 8/1/74

TABLE 176-3

NAF Financial Management Records

R U L E	A	B	C	D
	If documents are or pertain to	consisting of	which are	then
45	Collection Sheets and Fee Registers	Bowling Alley Score Sheets		Destroy after 1 month.