

**REQUEST FOR AUTHORITY
TO DISPOSE OF RECORDS**

(See Instructions on Reverse)

**TO GENERAL SERVICES ADMINISTRATION
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 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.
11-29232**

6. CERTIFICATE OF AGENCY REPRESENTATIVE

LEAVE BLANK	
DATE RECEIVED NOV 18 1974	JOB NO NC - AFU- 75 - 19
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10	
12/13/74 (Date)	<i>Walter R. Smith Jr.</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 2 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified

15 NOV 1974

Herbert G. Heiger
(Signature of Agency Representative)

7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 SAMPLE OR JOB NO	10. ACTION TAKEN
	<p align="center">GROUND C-E FACILITY PROGRAMMING, PLANS AND TECHNICAL RECORDS (TABLE 100-4)</p> <p align="center">(Applicable Air Force-wide)</p> <p>Proposed change reduces the retention period of communications-electronics-meteorological board (CEMB) documentation in the office of primary responsibility from permanent to two years. Current prescribing directive (AFM 100-18) requires annual review of all command/base telecommunications services and the minutes of board meetings remain current as authority for actions.</p> <p>Proposed rule 10 replaces documentation formerly covered in rule 7 which was inadvertently dropped from the table when Change 13 to AFM 12-50 was published.</p>	<p>NN 170-33 171-27 173-41 173-227</p>	

Copy to Agency 12/17/74

R U L E	A	B	C	D
	If documents are or pertain to	consisting of	which are at	then
10 *	communications-electronics (C-E) program status reports	controlled and uncontrolled reports related to a spe- cific program or several programs		destroy 6 months after date of document or when super- seded by a later document, whichever is later.
19	communications-electronics- meteorological board (CEMB)	*agenda, minutes of meet- ings, and related documents	office of primary responsi- bility	*destroy after 2 years.
Proposed rule 10 was formerly rule 7 and was inadvertently dropped when change 13 was printed.				