

**REQUEST FOR AUTHORITY
TO DISPOSE OF RECORDS**

(See Instructions on Reverse)

2 items
TO: GENERAL SERVICES ADMINISTRATION
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408

AFU

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 JAN 22 1975	JOB NO. NC - AFU - 75 - 40
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>1-30-75 James E. O'Neill</i> (Date) <i>acting</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.

14 JAN 1975

Herbert G. Geiger
(Signature of Agency Representative)

HERBERT G. GEIGER, Chief
Documentation Systems Division
Department of the Air Force

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>HOUSING RECORDS (Table 90-1) (Applicable Air Force-wide)</p> <p>The purpose of this submission is to establish revised disposition criteria for family housing rental records. Documentation is governed by Army Regulation 405-5 and Air Force Regulation 87-15. This regulation designates the various Corps of Engineers Districts as the office of primary responsibility for initiation and retention of family housing leasing documentation. Proposed change reduces retention period from 3 years to 1 year after termination of cancellation of lease at MAJCOMS, major subordinate commands, bases and stations. It also establishes a 6-month retention period at the site of the leased property.</p>		

Copy to Agency & Field 2/3/75

TABLE 90-1 (Continued) HOUSING RECORDS

R U L E	A	B	C	D	E
	If documents are or pertain to	consisting of	which are at	then	
8	rental records	applications for quarters, contracts, leases, and support ing documents relating to rental of living quarters in in rental housing	*at MAJCOMS, major sube ordinate commands, bases/stations	*destroy 1 year after termina- tion of AF occupancy, provided no claims actions are pending.	
8.1 *			at site of leased property	destroy 6 months after termina- tion of AF occupancy, provided no claims actions are pending.	