

**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

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

PRESTON B. SPEED

5. TEL. EXT.

756-2384

6. CERTIFICATE OF AGENCY REPRESENTATIVE:

LEAVE BLANK	
DATE RECEIVED	JOB NO.
OCT 8 1976	NC 1-AFU- 77-9
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.	
10-22-76	<i>James B. Rhoads</i>
(Date)	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.

5 OCT 1976  
Date

*Herbert G. Geiger*  
(Signature of Agency Representative)

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

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	<p align="center">PACKAGING AND MATERIALS HANDLING RECORDS (Revised title for table 71-1) (Applicable Air Force-wide)</p> <p>The purpose of this submission is to establish disposition criteria for packaging evaluation project records and mechanized materials handling systems records. The records are used in the evaluation of new methods and equipment for packaging materials. The eight-year retention will satisfy our requirements.</p>	<p>NN 170-33</p>	

*Copy to Agency 10-27-76 AL*

TABLE 71-1

PACKAGING AND MATERIALS HANDLING RECORDS

R U L E	A	B	C	D
	If documents are or pertain to	consisting of	which are	then
2	packaging evaluation projects	correspondence, proposals, standards, specifications, design data, test results, deficiency reports, packaging orders, quality products lists and related supporting data	accumulated by engineering evaluation activities for improvement of package materials, containers, methods and techniques	destroy after 8 years, or when no longer required for reference purposes, whichever is sooner.
3	mechanized materials handling system records	correspondence, drawings, specifications reports, proposals, minutes of meetings, labor standards, flow charts, funding data, cost analysis and related supporting data	used by project monitors to evaluate the proposals to modify, install and maintain materials handling equipment and/or systems	