

**REQUEST FOR AUTHORITY
TO DISPOSE OF RECORDS**

(See Instructions on Reverse)

lit

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

LEAVE BLANK	
DATE RECEIVED 29 JUN 1977	JOB NO. NC1 AFU 77 89
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.	
7-13-77 (Date)	<i>James B. Rhoads</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
PRESTON B. SPEED

5. TEL. EXT.
767-4479

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

23 JUN 1977

Herbert G. Geiger
(Signature of Agency Representative)

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

Date

(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">PURCHASE REQUEST RECORDS (Table 70-3) (Applicable to Air Force Logistics Command)</p> <p>The purpose of this submission is to establish disposition criteria for certain copies of purchase requests (PRs) maintained by PR/MIPR (military interdepartmental PR) control offices in our Air Logistics Centers (ALC). Copies of our current criteria and proposed addition are attached for your information.</p> <p>Our proposed addition, Rule 3.2, covers PRs prepared and procured by the same ALC and maintained by the PR/MIPR control office (the preparing activity). When both the preparing and procuring activity are in the same ALC, the preparing activity can obtain any required information from procuring activity records maintained under Table 70-3, Rules 1 or 2.</p> <p>We are seeking GAO approval concurrently.</p>	<p>NN 170-33</p>	

*Copies to Agency
plus 7/15/77*

TABLE 70-3

PURCHASE REQUEST RECORDS

R U L E	A	B	C	D
	If documents are or pertain to	consisting of	which are	then
3.2	AF-originated PRs/ MIPRs and project orders	PRs prepared and procured by the same ALC	at the responsible PR/MIPR control office	destroy at the end of the quarter in which the contract/ order is awarded.