

**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, HQ USAF**

**2. MAJOR SUBDIVISION
DIRECTORATE OF ADMINISTRATION**

**3. MINOR SUBDIVISION
DOCUMENTATION SYSTEMS DIVISION**

**4. NAME OF PERSON WITH WHOM TO CONFER
Mr. Neil Vandergraaf**

**5. TEL. EXT.
767-4495**

6. CERTIFICATE OF AGENCY REPRESENTATIVE:

LEAVE BLANK	
DATE RECEIVED 12 OCT 1977	JOB NO.
NCLAFU-78-4	
NOTIFICATION TO AGENCY	
<p>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.</p>	
<p><i>10-17-77</i> James E. O'Keefe (Date) <i>acting</i> Archivist of the United States</p>	

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.

6 OCT 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
1	<p>GROUND C-E FACILITY PROGRAMMING, PLANS, AND TECHNICAL REPORTS (Table 100-4)</p> <p align="center">(Applicable Air Force-wide)</p> <p>The attached proposed change to table 100-4 intends to consolidate the current rules 6, 7, and 8 into one rule with a retention period change from 3 years to 1 year.</p> <p>The Air Force activities involved have no requirement to refer to a cancelled program after a one year period. Therefore, a longer retention period for cancelled programs documentation is not warranted.</p> <p>The proposed new retention criteria adequately meets Air Force requirements.</p>	NCL-AFU-77-42	

115-106

Sent to agency 10/18/77 JD

TABLE 100-4

GROUND C-E FACILITY PROGRAMMING, PLANS, AND TECHNICAL REPORTS

R U L E	A	B	C	D
	If documents are or pertain to	consisting of	which are <i>at</i>	then
*6	no change	cancelled programming documents and related documentation	all activities	destroy 1 year after cancellation.
*7	(RESERVED)			
*8	(RESERVED)			