

**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. NC1AFU-78 - 4
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10.	
10-17-77 <i>James E. O'Neil</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.

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>(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>	NC1-AFU-77-42	

115-106

Sent to agency 10/18/77

1 item

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)			