

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

Ref NCO 13247844

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. C. C. Ratcliffe

5. TEL EXT.

767-4502

LEAVE BLANK

JOB NO

NC 1 AFM-78 43

DATE RECEIVED

JUL 17 1978

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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10

8-11-78
Date

James E. Dagwell
Archivist of the United States

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

☐ **A Request for immediate disposal.**

☒ **B Request for disposal after a specified period of time or request for permanent retention.**

C. DATE

7 JUL 1978

D. SIGNATURE OF AGENCY REPRESENTATIVE

James E. Dagwell

E. TITLE

**JAMES E. DAGWELL, Chief
Documentation Management Br**

7. ITEM NO.

8. DESCRIPTION OF ITEM
(With Inclusive Dates or Retention Periods)

SAMPLE OR
JOB NO.

10. ACTION TAKEN

1

**NONAPPROPRIATED FUNDS
RECREATIONAL SERVICES RECORDS (176-7)
(Applicable Air Force-Wide)**

The attached Table 176-7 contains recommended change in retention period for Rule 2. The applications are used for locating members to redeem dishonored checks or club dues. The current retention period allows destruction of applications before termination of membership in many cases.

A copy of Table 176-7 is provided for your case of reference.

The recommended change to disposition criteria meets Air Force requirements.

NN 172-128

Table 176-7, Rule 2.

1 item

Sent to All FPC, & Agency

TABLE 176-7

NAF RECREATIONAL SERVICES RECORDS

R U L E	A	B	C	D
	If documents are or pertain to	consisting of	which	then
1	publicity	monthly schedules of activities, informational bulletins, leaflets, and related published data	reflect on NAF club activities or other recreation programs	destroy when purpose has been served.
2	membership	applications for membership, related correspondence, issuance of member cards or plates, letters of resignation, indefinite suspensions, etc	reflect on membership, privileges of swimming pools, golf courses, open messes, etc	*Destroy 1 year after termination of membership.
3		control registers		destroy 2 years after final entry.
4	billeting accommodations	bed cards or registration cards and receipts used in lieu of bed cards	pertain to visiting officer quarters (VOQ) and transient airman quarters (TAQ)	destroy after 2 years.
5		accommodations records for room or bed occupancy controls		destroy after 6 months.
6	theater	authorizations for working balances, motion picture schedules, employment of personnel, and related data		destroy when superseded, obsolete, or cancelled.
7		operational data pertaining to presentation of programs, cancellation of showings, and related data		destroy after 2 years.
8	aero clubs	pilots information file (PIF), containing a roster of members, memo of understanding, pertinent directives (including FAA), command and		destroy when superseded, obsolete, or no longer needed.