

**REQUEST FOR RECORDS DISPOSAL AUTHORITY**  
(See Instructions on reverse)

*3/16/80* ✓

**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  
1947 Administrative Support Group (HQ USAF)**

**3 MINOR SUBDIVISION  
Information Management and Resource Division**

**4. NAME OF PERSON WITH WHOM TO CONFER**  
  
Preston B. Speed

**5 TEL EXT**  
  
694-3495

LEAVE BLANK	
JOB NO  NC1-AFU-80-18	
DATE RECEIVED  3-26-80	
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10	
6-16-80 <i>Date</i>	<i>James E. O'Neil</i> <i>Archivist of the United States</i>

**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.**

<b>C DATE</b> 19 MAR 1980	<b>D SIGNATURE OF AGENCY REPRESENTATIVE</b> <i>Herbert G. Geiger</i>	<b>E TITLE</b> HERBERT G. GEIGER, Chief Information Mgt and Resource Div
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7 ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
	<p style="text-align: center;">MOTOR VEHICLE RECORDS (Table 77-1) (Applicable Air Force-wide)</p> <p>The purpose of this submission is to establish disposal authority for certain administrative control documents in vehicle operations activities and supported units.</p> <p>The documents consist of letters assigning individuals duties in vehicle management, parking area approvals, operating instructions, and similar documents.</p> <p>The acronyms VOO and NCO stand for Vehicle Operations Officer and Non-commissioned Officer.</p> <p>GAO clearance is not considered necessary.</p>		<i>2 items</i>

*Copies to NNM, agency*

TABLE 77-1

## MOTOR VEHICLE RECORDS

P U L E	A	B	C	D
	If documents are or pertain to	consisting of	which are	then
21	vehicle operations officer's (VCO) organizational file	VCO/NCO appointments, briefing checklists, parking area approvals, visit results, receipts for vehicles and access- ories, vehicle authori- zation annual reviews, justifications for veni- cle dispatch, and other documents	maintained by the vehicle operations officer	destroy when superseded, or when no longer required, as applicable.
22	vehicle control officer/NCO records	operating instructions, and other documents related to vehicle operation and management	maintained by VCOs/ NCOs	