

Wallace

REQUEST FOR RECORDS DISPOSITION AUTHORITY  
(See Instructions on reverse)

LEAVE BLANK	
JOB NO	NCI-AFU-82-10
DATE RECEIVED	November 25, 1981
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disposal request, including amendments, is approved except for items that may be stamped 'disposal not approved' or 'withdrawn' in column 10	
Date	1-13-82 Edward Weldon Archivist of the United States

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  
Directorate of Administration, HQ USAF

3 MINOR SUBDIVISION  
Documentation Management

4. NAME OF PERSON WITH WHOM TO CONFER  
Mrs Grace T. Rowe

5. TEL EXT  
694-3527

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.

A Request for immediate disposal.

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

C DATE 6 NOV 1981	D. SIGNATURE OF AGENCY REPRESENTATIVE <i>J. E. Dagwell</i>	E. TITLE JAMES E. DAGWELL Documentation Management Branch Information Mgmt and Resources 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
1	MORALE, WELFARE AND RECREATION (Table 215-1) (Applicable Air Force-wide)  The purpose of this submission is to add rules 6 -9. Rule 6 establishes disposition criteria for the triennial survey and planning documentation. The Chief of the Morale, Welfare and Recreation (MWR) division must develop and maintain an MWR program to meet the needs of the patrons. The program must be able to be adapted to changes in patron's needs, desires and availability of resources. The triennial surveys identify MWR needs, evaluate available and potential program resources, establish priorities and justify MWR program changes. Retention of the triennial survey and program records for a period of 6 years provides continuity of data for gauging caliber of programs and effecting required improvements, as applicable. Proposed 6-year period permits retention of previous survey on file at all times.		

Mass Data Change Sheet Not Required. Copy of job

4 items

Request for Records Disposition Authority - Continuation		JOB NO	PAGE OF 2 2
7. ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10. ACTION TAKEN
	<p>Rules 7 - 9 concern the machine listings and keypunch cards and correspondence for the MWR facilities programming list report. The report is used to maintain an accurate inventory of all USAF/MWR facilities worldwide. It reflects the current status and conditions of facilities, including proposed construction and/or modification. It provides a method of tracking the progress of these projects. The retention periods given will satisfy the administrative needs of the Air Force.</p>		

TABLE 215-1 MORALE, WELFARE AND RECREATION

R U L E	A  If documents are or pertain to	B  consisting of	C  which are	D  then
6 *	triennial survey and planning	base survey results and plans for future development of morale, welfare and recre- ation programs	at base level	destroy after 6 years.
7 *	MWR facilities program- ming list report	facilities listing that por- trays facility data to MWR managers		destroy when new list is received
8 *		key punch cards used to up- date or provide new facility information		destroy cards when necessary information has been inputed to the system
9 *		correspondence and related data which provides instruc- tions or facility information		destroy after 1 year or when superseded.