

REQUEST FOR RECORDS DISPOSITION AUTHORITY <i>(See Instructions on reverse)</i>		LEAVE BLANK	
TO GENERAL SERVICES ADMINISTRATION NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408		JOB NO NCI-AFU-85-41	DATE RECEIVED 9-18-85
1 FROM (Agency or establishment) DEPARTMENT OF THE AIR FORCE		In accordance with the provisions of 44 USC 3303a the disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10. If no records are proposed for disposal, the signature of the Archivist is not required.	
2 MAJOR SUBDIVISION Directorate of Administration, HQ USAF			
3 MINOR SUBDIVISION Records Management Branch			
4 NAME OF PERSON WITH WHOM TO CONFER Ms. L. S. Sienuta	5 TELEPHONE EXT. 694-3527	DATE 3-18-86	ARCHIVIST OF THE UNITED STATES <i>Frank A. Bunker</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, and that written concurrence from the General Accounting Office, if required under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies, is attached

A GAO concurrence is attached, or is unnecessary

B DATE 16 SEP 1985	C SIGNATURE OF AGENCY REPRESENTATIVE <i>Ina T Rowe</i>	D TITLE GRACE T. ROWE
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7 ITEM NO	8 DESCRIPTION OF ITEM <i>(With Inclusive Dates or Retention Periods)</i>	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN <i>(NARS USE ONLY)</i>
1	<p style="text-align: center;">TABLE 183-1 ARMED FORCES COURIER SERVICE (ARFCOS)</p> <p><u>Rule 10</u>: Request approval to change the disposition standard for the ARFCOS Form 10, Armed Forces Courier Service Authorization Record, which is used for authorization of account and signature verification, to:</p> <p style="padding-left: 40px;">hold 1 year and send to ARFCOS Supply Center which will consolidate and send to WNRC; destroy when 6 years old;</p> <p>from:</p> <p style="padding-left: 40px;">destroy after 1 year.</p> <p>This change is required because the Director, Armed Forces Courier Service (a triservice--Army, Navy, Air Force--agency) has directed that the ARFCOS Form 10 be held for six years to keep an accountability file of individuals having had access to highly sensitive classified material.</p>	<p>NCI-AFU-83-84, 17 Jun 83</p>	

Copies dist Agency, NCF, 3-21-86 EMT

Atch

TABLE 183-1

ARMED FORCES COURIER SERVICE (ARFCOS)

R U L E	A	B	C	D
	If the documents are or pertain to	consisting of	which are	then
10	* Armed Forces Courier Service Authorization Record	ARFCOS Form 10, used for authorization of account and signature verification		* hold 1 year and send to ARFCOS Supply Center which will consolidate and send to WNRG; destroy when 6 years old.