

<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b> <i>(See Instructions on reverse)</i>		<b>VE BLANK (NARA use only)</b>	
TO NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		JOB NUMBER <i>71-AF2-03-21</i>	
1 FROM (Agency or establishment) DEPARTMENT OF THE AIR FORCE		DATE RECEIVED <i>9-22-2003</i>	
2 MAJOR SUBDIVISION DIRECTORATE OF COMMUNICATIONS OPERATIONS		<b>NOTIFICATION TO AGENCY</b>  In accordance with the provisions of 44 U S C 3303a the disposition request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	
3. MINOR SUBDIVISION FORCE AND INFORMATION MANAGEMENT DIVISION			
4. NAME OF PERSON WITH WHOM TO CONFER  OLTHEA S. CROOM Air Force Records Officer	5. TELEPHONE (703) 588-6194	DATE <i>9-16-04</i>	ARCHIVIST OF THE UNITED STATES <i>John W. Paul</i>

**6. AGENCY CERTIFICATION**  
I hereby certify that I am authorized to act for this agency in matters pertaining to the disposition of its records and that the records proposed for disposal on the attached 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, under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies,

is not required;  is attached; or  has been requested.

DATE 11 SEP 03	SIGNATURE OF AGENCY REPRESENTATIVE <i>Olthea S. Croom</i> OLTHEA S. CROOM	TITLE AIR FORCE RECORDS OFFICER
-------------------	---	------------------------------------

7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
1	<p>Electronic copies created on electronic mail and electronic input records (word processing, form filler software) will be deleted after recordkeeping copy has been produced and when no longer needed for reference, updating, revision, or dissemination</p> <p style="text-align: center;">NAF RECREATION SERVICES RECORDS (TABLE 34-18) (Applicable Air Force-Wide)</p> <p>The Lodging Touch System (LTS) is a computer-based management system for base-level lodging operations within Services' organizations. The system manages room assignments, reservations, and sundry sales. The LTS system provides reports to analyze financial and occupancy data and provides real-time information required for day-to-day lodging management.</p> <p style="text-align: right;"><i>cc Agency NR NWMLWA</i></p>		

TABLE 34-18

NAF RECREATION SERVICES  
RECORDS

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	Then
*4	Lodging accommodations at lodging facility	Manual Bed cards or registration cards and receipts used in lieu of automated registrations/receipts that pertain to visiting transient quarters and maintained in the Lodging Touch/Epitome System	Base Lodging Facilities	Destroy 2 years after final entry. AUTH.
*5	Lodging accommodations at contract facility		Contract Facilities	Destroy 6 years and 3 months after final payment AUTH
*8	Room or bed occupancy controls at lodging facility	Accommodations records for room or bed occupancy controls that pertain to visiting transient quarters and are maintained in Lodging Touch/Epitome System	Base Lodging Facilities	Destroy 2 years after final entry AUTH:
*9	Room or bed occupancy controls at contract facility		Contract Facilities	Destroy 6 years and 3 months after final payment. AUTH