

|   |                             |   |  |
|---|-----------------------------|---|--|
| <b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b><br><i>(See Instructions on reverse)</i>          |                             | LEAVE BLANK   |  |
| TO GENERAL SERVICES ADMINISTRATION<br>NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408 |                             | JOB NO<br>NI-AFU-88-49  | DATE RECEIVED<br>8-22-88                                 |
| 1 FROM (Agency or establishment)<br>DEPARTMENT OF THE AIR FORCE - HQ USAF                         |                             | NOTIFICATION TO AGENCY  |  |
| 2 MAJOR SUBDIVISION<br>DIRECTORATE OF INFORMATION MANAGEMENT AND ADMINISTRATION                   |                             | In accordance with the provisions of 44 U.S.C. 3302, 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disposal request including amendments is approved except for items that may be marked 'disposition not approved' or 'withdrawn' in column 10.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. |  |
| 3 MINOR SUBDIVISION<br>RECORDS MANAGEMENT POLICY SECTION  |                             | DATE<br>8/22/88   | ARCHIVIST OF THE UNITED STATES<br><i>Claudia J. Weir</i> |
| 4 NAME OF PERSON WITH WHOM TO CONFER<br>Pierre J. Jost  | 5 TELEPHONE EXT<br>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 TWO 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<br>AUG 15 1988 | C SIGNATURE OF AGENCY REPRESENTATIVE<br><i>Grace T. Rowe</i> | D TITLE<br>GRACE T. ROWE, Chief, Rec Mgt Policy Sect<br>Directorate of Information Mgt and Admin |
|-----------------------|--|--|

| 7 ITEM NO | 8 DESCRIPTION OF ITEM<br><i>(With Inclusive Dates or Retention Periods)</i>  | 9 GRS OR SUPERSEDED JOB CITATION | 10 ACTION TAKEN<br><i>(NARS USE ONLY)</i> |
|-----------|--|----------------------------------|---|
| 1         | <p align="center"><b>REPROGRAPHICS</b><br/><b>(Table 6-1)</b><br/><b>(Applicable Air Force-wide)</b></p> <p>The purpose of this request is to change the disposition instructions of the forms used in duplicating and micrographics activities to show that the job was completed and that it was returned to the requester. The present disposition is "destroy 1 month after job completed." We asked the Air Force Printing Management Branch responsible for reprographics services to give us their opinion and they concluded that, for administrative reasons, the records should be retained for ninety (90) days after job is completed. To conform with our regulation, we changed "ninety (90) days" to read "3 months".</p> <p>Request you approve this change.</p> |                                  |   |

TABLE 6-1

TITLE OF TABLE  
REPROGRAPHICS

| R<br>U<br>L<br>E | A<br>If the records<br>are or pertain to | B<br>consisting of  | C<br>which are                                    | D<br>then                                  |
|------------------|--|---|---|--|
| *8               | in-plant services                        | forms, including requisitions,<br>and correspondence for dupli-<br>cating or micrographics work | at duplicating and<br>micrographics<br>activities | destroy 3 months after<br>job is completed |