

**REQUEST FOR AUTHORITY
TO DISPOSE OF RECORDS**

(See Instructions on Reverse)

3 items *AFUC*

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

3. MINOR SUBDIVISION
DOCUMENTATION SYSTEMS DIVISION

4. NAME OF PERSON WITH WHOM TO CONFER
Mr. C. J. Phillips

5. TEL EXT
11-29232

6. CERTIFICATE OF AGENCY REPRESENTATIVE

| LEAVE BLANK | |
|---|--|
| DATE RECEIVED DEC 20 1974 | JOB NO NC - AFU - 75 - 27 |
| NOTIFICATION TO AGENCY | |
| In accordance with the provisions of 44 USC 3303a the disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "with drawn" in column 10 | |
| <i>1-13-75</i> (Date) | <i>James B. Choady</i> Archivist of the United States |

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

Herbert G. Meigen

Date

(Signature of Agency Representative)

(Title)

| 7. ITEM NO | 8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods) | 9. SAMPLE OR JOB NO | 10. ACTION TAKEN |
|------------|--|---------------------|------------------|
| | <p align="center">MILITARY AFFILIATE RADIO SYSTEM (MARS) RECORDS (Table 100-10)</p> <p>The purpose of this submission is to establish disposition standards for MARS records not presently covered in AFM 12-50. Proposal adds three new rules to Table 100-10. Rule 24 is required to provide instructions for disposition of records which are used on a daily basis, over an extended period of time. Proposed rule 25 is necessary to provide instructions to base MARS stations for disposition of records for which no requirement exists after a two year period (duplicate copies are maintained by the office of the Command Director of MARS, AFCS.) Proposed rule 26 provides guidance for disposition of documentation maintained at MARS warehouses.</p> | | |

Copy to Agency 1/15/75 JAO

TABLE 100-10

MILITARY AFFILIATE RADIO SYSTEM (MARS) RECORDS

| R U L E | A | B | C | D |
|------------------|---|--|------------------------------------|-----------------------|
| | IF DOCUMENTS ARE OR PERTAIN TO | CONSISTING OF | WHICH ARE | THEN |
| 24 | MARS property acquired from excess/surplus resources | Records that pertain to the acquisition, distribution, utilization and disposal of MARS property acquired from excess/surplus resources. Correspondence, transactions and reports related to the status of all transfers, re-configuration or cannibalizations and property inventories and accountability | at office of Command MARS Director | destroy after 5 years |
| 25 | Base MARS Station Jacket Files | Vouchers and supporting documents including property turn in/issue slips and shipping documents pertaining to the receipt and/or disposition of MARS property | at Base MARS Stations | destroy after 2 years |
| 26 | MARS property acquired for redistribution through MARS warehouses | Vouchers and supporting documents including stock record cards, inventories, turn in/issue slips and shipping documents that are relative to the acquisition, redistribution and/or disposition of property | at MARS warehouses | destroy after 2 years |