

**REQUEST FOR AUTHORITY
TO DISPOSE OF RECORDS**

(See Instructions on Reverse)

AFU

1 item
TO: GENERAL SERVICES ADMINISTRATION
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408

1. FROM (AGENCY OR ESTABLISHMENT)
DEPARTMENT OF THE AIR FORCE, HEADQUARTERS USAF

2. MAJOR SUBDIVISION
Directorate of Administration

3. MINOR SUBDIVISION
Documentation Systems Division

4. NAME OF PERSON WITH WHOM TO CONFER
Mr. R. J. Norman

5. TEL. EXT.
11-29239

6. CERTIFICATE OF AGENCY REPRESENTATIVE:

LEAVE BLANK	
DATE RECEIVED MAR 14 1975	JOB NO. NC-AFU-75-57
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 "with-drawn" in column 10.	
3-25-75 (Date)	<i>James B. Rhoads</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.

12 MAR 1975

Herbert G. Geiger
(Signature of Agency Representative)

HERBERT G. GEIGER, Chief
Documentation Systems Division
Directorate of Administration
(Title)

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	<p>TABLE OF ALLOWANCE/AUTHORIZATION RECORDS (67-5)</p> <p>(Applicable to Allowance/Authorization Offices AF-Wide)</p> <p>Allowance/Authorization Change Requests and Custodian Request/Receipts, Approved Copies. The attached change to AFM 12-50, table 67-5, rule 4, is to reduce the retention period to authorize disposal immediately after receipt of a signed custodian authorization/custodian receipt listing (CA/CRL) instead of retaining for 1 year. Signature of the custodian on the CA/CRL signifies that the documents were processed in accordance with the organization's request and pertinent supply directives, and are no longer required for reference or further action.</p> <p>(Note: The Custodian Authorization/Custody Receipt Listing (CA/CRL) is a machine product which reflects all authorizations, assets, and due-outs for each individual custodian by organizational code and custodian code. Individual property custodians are required to review the CA/CRL received from the Equipment Management Office to insure that all necessary data is complete and accurate; signs the document and returns it to the office from which received.)</p>	NIN 171-71, Item 1a	

Copy to Agency 3/27/75