

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

2/27/79
LEAVE BLANK

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

JOB NO	NC1-AFU-79-20
DATE RECEIVED	7 FEB 1979
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10	
Date	2-26-79 <i>James B. Rhodes</i> Archivist of the United States

1. FROM (AGENCY OR ESTABLISHMENT) DEPARTMENT OF THE AIR FORCE	
2. MAJOR SUBDIVISION 1947 Administrative Support Group (HQ USAF)	
3. MINOR SUBDIVISION Information Management and Resources Division	
4. NAME OF PERSON WITH WHOM TO CONFER Mrs Grace T. Rowe	5. TEL. EXT. 767-4644

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.

- A Request for immediate disposal.
- B Request for disposal after a specified period of time or request for permanent retention.

C. DATE 1 FEB 1979	D. SIGNATURE OF AGENCY REPRESENTATIVE <i>Herbert G. Geiger</i>	E. TITLE HERBERT G. GEIGER, Chief Information Mgt and Resource Div
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7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	<p align="center">ON/OFF - BASE HOUSING RECORDS (Table 90-3) (Applicable Air Force-wide)</p> <p>This submission requests a change to the disposition recommended for rule 2 of this table. The housing referral reports are very valuable to the major commands and lower level managers. They are needed to respond to congressional inquiries and complaints. Additionally, the reports are used for trend analysis purposes and to show our progress in Housing Referrals.</p> <p>The disposal criteria in the attached change to our schedule will satisfy our current requirements.</p>	NC1-AFU-78 45	

Copy Sent to Agency: K.D.: 12:50: 2-28-79

TABLE 90-3

ON/OFF - BASE HOUSING RECORDS

R U L E	A	B	C	D
	If documents are or pertain to	consisting of	which are	then
1	Off-base housing referral service	off-base housing referral reports	at other than HQ USAF	*destroy after 2 years or when no longer needed, whichever is later.