

**REQUEST FOR AUTHORITY
TO DISPOSE OF RECORDS**
(See Instructions on Reverse)

*RG 341
3 items*

LEAVE BLANK	
DATE RECEIVED 15 JUN 1973	JOB NO. 173-333
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10.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 7-2-73	<i>James B. Ruddy</i> Archivist of the United States

TO: **GENERAL SERVICES ADMINISTRATION,
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, D.C. 20408**

1. FROM (AGENCY OR ESTABLISHMENT)

DEPARTMENT OF THE AIR FORCE, HQ USAF

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.

11-29209

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 1 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified.

R. E. REILLY, Chief
Documentation Management Branch
Directorate of Administration

12 JUN 1973

R. E. Reilly

(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>REPRODUCTION RECORDS (T6-1) (Applicable Air Force Wide)</p> <p>This submission proposes reduction in retention period for requisitions on the Public Printer maintained by printing procurement unit at HQ USAF. This documentation includes requisitions, invoices, specifications, and related records.</p> <p>These records are of value only during the fiscal year procurement cycle and a short time thereafter. Experience has shown that questions concerning procurement are settled well within the recommended 2 year retention period. Retention beyond that point imposes an unnecessary workload on the procurement unit and results in uneconomical use of space and equipment. Related accounting records are maintained for 4 years under rule 13.</p> <p>This item is approved for disposal pending receipt of GAO concurrence. <i>J.B.W. 28 Jun 1973</i></p>	<p>(NN 170-33) 173-1</p>	

Proposed Revision

TABLE 6-1				
REPRODUCTION RECORDS				
RULE	A	B	C	D
	If documents are or pertain to	consisting of	which are	then
12	requisitions on the public printer	*printing procurement unit requisitions, invoices, specifications and related papers	*at HQ USAF	*destroy 2 years after close of fiscal year in which requisitions are completed or cancelled.
12*	1		*at other levels	destroy 4 years after completion or cancellation of related individual requisition.
13		*accounting records, including requisitions, invoices, transfer of funds, vouchers, receiving reports, and related papers	*at accounting units	destroy 4 years after period covered by the related account.

~~supersedes
FM 181-5
Dec 66
paragraph~~

Current Rules

TABLE 6-1 (Continued)

R U L E	A If documents are or pertain to	B consisting of	C which are	D then
8	requisitions for printing and binding services	forms and related correspondence requesting <i>other than</i> industrially funded printing	at printing plants	file in the job jacket and dispose of according to rules 4 and 5.
9			at requesting activities	destroy on receipt of completed job, or after 1 year if used to develop budget estimates.
10		forms and related correspondence requesting industrially funded printing	at printing plants	destroy after 1 year, or, if exceptions have been taken as a result of audit, destroy 2 years after all exceptions have been cleared.
11			at requesting activities	destroy on receipt of completed job, or after 1 year if used to develop budget estimates.
12	requisitions on the Public Printer	requisitions, invoices, specifications, and related papers	printing procurement unit records	destroy 4 years after completion or cancellation of related individual requisition.
13		requisitions, invoices, transfer of funds, vouchers, receiving reports, and related papers	accounting records	destroy 4 years after period covered by the related account.
14	requisitions for local duplicating services	requisitions and related correspondence	at duplicating activities	destroy after 3 months.
15			at requesting activities	destroy on receipt of completed job.
16	printing, duplicating, and copying production records	* production records and related forms	at printing or duplicating activities or office copier monitors	destroy 6 months after the end of the FY.
17 ★		production logs		destroy 30 days after management review is accomplished and information required by AFR 6-1 is made a matter of record.

10-10



NO change
 copies & items
 7a, letter del. 8

GENERAL RECORDS SCHEDULE 3

<u>ITEM NO.</u>	<u>DESCRIPTION OF RECORDS</u>	<u>RECOMMENDED METHOD OF FILING</u>	<u>AUTHORIZED DISPOSITION</u>
5.	Files of reports on supply requirements and procurement matters submitted for supply management purposes (other than those incorporated in case files or other files of a general nature), exclusive of Department of Defense Reports reflecting procurement under exemptions authorized under Section 201(a) of the Federal Property and Administrative Services Act of 1949 (40 U.S.C. 481).		
a.	Copies received from other units for internal purposes or for transmission to staff agencies.	By report and chronologically thereunder.	Dispose after 2 years.
b.	Copies in other reporting units, and related work papers.	By report and chronologically thereunder.	Dispose after 1 year.
6.	Bid files.		
a.	Successful bids.	One copy of each bid with procurement file (item 4).	Dispose in accordance with provision for item 4.
b.	Unsuccessful bids.	One copy of each bid with procurement file (item 4).	Dispose in accordance with provision for item 4.
c.	Lists or cards of acceptable bidders.	Alphabetically by stock item or by name of bidder.	Dispose when new list or card is made.
7.	Records relating to requisitions on the Public Printer, and all supporting papers.		
a.	Printing procurement unit copy of requisition, invoice, specifications, and related papers.	By requisition number.	Dispose 4 years after completion or cancellation of requisition.
b.	Accounting copy of requisition, Government Printing Office invoice, transfer of funds voucher, and receiving report.	Attach to related vouchers.	Dispose 4 years after period covered by related account.
8.	Requisitions for nonpersonal services, such as duplicating, laundry, binding, and other services (excluding records associated with accountable officers' accounts (Schedule 6)).	By requisition number.	Dispose after 1 year.

✓
 Rule 201
 Rule 13