

Wallace

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

LEAVE BLANK

JOB NO

NCI-461-82-7

DATE RECEIVED

June 2, 1982

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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10

10-28-82
Date

Mark Mac
Archivist of the United States

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, HQ USAF

3. MINOR SUBDIVISION
Documentation Management

4. NAME OF PERSON WITH WHOM TO CONFER
Mrs. Grace T. Rowe

5. TEL EXT
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 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
25 MAY 1982

D. SIGNATURE OF AGENCY REPRESENTATIVE
James E. Dagwell

E. TITLE **JAMES E. DAGWELL**
Documentation Management Branch
Information Mgmt and Resources Div

7. ITEM NO

8. DESCRIPTION OF ITEM
(With Inclusive Dates or Retention Periods)

9. SAMPLE OR JOB NO

10. ACTION TAKEN

1

SUPPLY MANAGEMENT RECORDS (Table 67-1, USAFA Regulation 12-50) (Applicable to Air Force Academy)

This table has been revised. Rules 1 - 4 have been deleted since appropriate rules in AFM 12-50 apply. New rule 1 was formerly rules 5 and 6. The disposition has been changed to destroy after 1 year, or when purpose has been served, whichever is sooner. This retention period will adequately serve the administrative requirements of the Academy. Rule 2 was formerly rule 8. Disposition remains the same. Rule 3 was formerly rule 7 and the disposition remains the same. Rule 4 is a consolidation of former rule 9 and table 11-3, rule 12. The only change in disposition is that the records may be destroyed 2 months after termination of the storage period or 2 months (instead of 90 days) after cadet departs. Experience has shown that the 2-month holding period is sufficient. Rule 5 is a new rule to cover cadet uniform records. The Academy needs these records for historical research on the uniforms. They have frequent need to go back and research uniform items, specifications, changes, etc. The Cadet Tailor Shop may destroy the records when no longer needed for research. The files will be maintained at the Academy.

NCI-AFU-77-5
NCI-AFU-77-92
NN-170-32

5 items

No mass data change sheet attached. Copy of job sent to NINM by RAW, 11/3/82. Closed out: 11-B-82:cm Copy to Agency

TABLE 67-1

SUPPLY MANAGEMENT RECORDS

R U L E	A	B	C	D	E
	If documents are applicable to	Consisting of	Which are	Then	Former Table and Rule
1	Academic Textbook Requirement	forms for listing textbook requirements	at Cadet Store and academic departments	destroy after 1 year, or when purpose has been served, whichever is sooner.	T67-1, R5,6
2	Textbook Information Cards	stock control records	at Cadet Store	destroy when superseded or obsolete.	T67-1, R8
3	USAF Academy Liaison Officer Supply Request	forms for ordering needed Academy literature and support supplies	at Registrar Administration	destroy 6 months after date of final transaction.	T67-1, R7
4	Personal Property Inventory/Receipt and High Value Property Inventory	forms for recording personal property stored for cadets during Basic Cadet Training and high value property stored during break periods; also for inventorying the personal effects of departing cadets	at Cadet Supply and Squadron Logistics Officer	destroy 2 months after termination of the storage period or 2 months after cadet departs.	T11-3, R12 T67-1, R9
5	Cadet Uniform	correspondence, specifications, quality assurance reports, and other documents required to keep a history of each uniform item	at Cadet Tailor Shop	destroy when no longer needed.	new (see note).

Note: The files will be retained at the USAF Academy.