

REQUEST FOR RECORDS DISPOSITION AUTHORITY <i>(See Instructions on reverse)</i>		DO NOT WRITE IN THESE SPACES (NARA use only)	
TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIRA) WASHINGTON, DC 20408		JOB NUMBER <i>71-AF7-01-4</i>	DATE RECEIVED <i>8-1-2001</i>
1. FROM (Agency or establishment) DEPARTMENT OF THE AIR FORCE		NOTIFICATION TO AGENCY	
2. MAJOR SUBDIVISION HQ COMMUNICATIONS AND INFORMATION		In accordance with the provisions of 44 U.S.C. 3303a the disposition request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	
3. MINOR SUBDIVISION INFORMATION DISSEMINATION AND MANAGEMENT DIVISION			
4. NAME OF PERSON WITH WHOM TO CONFER OLTHEA S. CROOM	5. TELEPHONE (703) 588-6194	DATE <i>5-1-02</i>	ARCHIVIST OF THE UNITED STATES <i>John W. Paul</i>

6. AGENCY CERTIFICATION
I hereby certify that I am authorized to act for this agency in matters pertaining to the disposition of its records and that the records proposed for disposal on the attached 1 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified; and that written concurrence from the General Accounting Office, under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies,

is not required; is attached; or has been requested.

DATE <i>25 Jul 01</i>	SIGNATURE OF AGENCY REPRESENTATIVE CHERYLE D. GUMAER <i>Cheryl D. Gumaer</i>	TITLE AIR FORCE RECORDS OFFICER
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7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
32	<p>Electronic copies created on electronic mail and electronic input records (word processing, form filler software) will be deleted after recordkeeping copy has been produced and when no longer needed for reference, updating, revision, or dissemination.</p> <p style="text-align: center;"><u>TABLE 41-4 MEDICAL LOGISTICS</u></p> <p>In 1990 NARA approved the disposition of records (items 1-56) identified on the attached DLT for use with the authority GRS 20, Item 4 (See Attached NA Form 13133). At the time it was understood that because the records were electronic they could be filed as electronic records and appropriate dispositions applied to our agency schedule. We have applied appropriate dispositions based on the subject rather than the media in which they are maintained.</p> <p><i>cc Agency, NR, NWML</i></p>	GRS 20, Item 4	

Table 41-4. Medical Logistics.

	A	B	C	D
	R U L E If the records are or pertain to	consisting of	which are	Then
1	1 medical logistics system	stock record account data on magnetic cartridge and diskettes		destroy (overwrite) when all interfaces are processed and verified. AUTH:
2	2 medical materiel edit lists	records of transactions that were processed with invalid data as identified by specific error messages, such as the AFMLO catalog edit list, status edit list, mass issue validation list, and AFMLO load error list		destroy when no longer needed or on assurance of correct computer processing, AUTH: <i>whichever is later.</i>
3	3 medical materiel requirements list	mechanically prepared listings of potential requisitions		destroy 1 month after completion and verification of requisition actions. AUTH:
4	4 due-in/due-outs suspense list	records of all current due-in/due-outs and related status documents		destroy when all annotated actions are verified. AUTH:
5	5 requisition trouble list, part I	records of items below safety level		
6	6 requisition trouble list, part II	records of items requiring follow-up		
7	7 requisition trouble list, part III	records of items exceeding average pipeline time in transit		
8	8 requisition trouble list, part IV	list of local purchase items in purchase order number sequence		
	9 medical materiel document register	mechanically prepared accountable registers prescribed in AFMs 67-1 and 167-230 that reflect specific property transactions, blocks I, II, III, IV, V, VI		destroy 1 year after close of FY to which they pertain. AUTH: NI-AFU-86-44
9	10 medical materiel transaction register	records of transactions and balances for a specific month		destroy 1 year after close of FY to which they pertain. AUTH:
	11 controlled item register	containing records of transactions and balances for substances controlled under the Comprehensive Drug Abuse Prevention and Control Act		destroy 2 years after close of FY to which they pertain. AUTH: NI-AFU-86-44
10	12 medical materiel stock status report output from monthly processing	Mechanically prepared listings of item master records showing asset data, requirements data, consumption and inventory data		destroy when no longer needed, AUTH: <i>Superseded or</i> <i>whichever is later.</i>
	13 medical materiel stock status as required reports			destroy when no longer needed. AUTH: NI-AFU-86-44
	14 prime substitute relationships	Mechanically prepared listings of prime to substitute item relationships and deletions		destroy when superseded. AUTH: NI-AFU-86-44

	15	medical inventory stratification report	Mechanically prepared listings of stratification of on hand and due-in assets		destroy after 1 year. AUTH: NI-AFU-86-44
	16	reports of local purchase	Mechanically prepared reports of issues of commercial items considered for stock listing		
	17	medical materiel reference records	specifications, supply catalogs, publication indexes, and equipment guides		destroy when superseded or obsolete. AUTH: NI-AFU-86-44
11	18	medical custodian receipt records custodian copy	listings and custodian request/receipts that reflect authorized equipment in use for each custodian account		destroy when superseded. AUTH:
12	19	medical custodian receipt records Memo File Copy			
	20	medical custodian receipt records suspense file copy			
13	21	source documents local purchase receiving records	issue/turn-in records, shipping/receiving records, property disposal turn-in records, reports of survey, statements of charges, copies of collection vouchers retained by the property officer, DoD single line release/receipt records, notice of lost or missing records, or other records which pertain to accountable type transactions and contain valid document numbers		destroy 6 years and 3 months after close of FY in which final payment is made, provided there are no discrepancies for which corrective actions are prescribed (See Note 1). AUTH:
14	22	purchase orders	destruction documents and related records		destroy 1 year after close of FY to which they pertain. AUTH:
15	23	catalog change actions	due-in/due-out reconciliation, and other documents needed to support an entry or transaction on the document register		destroy after all actions are completed and verified. AUTH:
	23.01	base closure or realignment	records and documentation of personal property left at closing bases to assist affected communities, e.g. Requisition and Invoice/Shipping Document (DD Form 1149) and DoD Single Line Item Release/Receipt Document (DD Form 1348-1)	at commands and/or base operating location site manager	destroy 2 years after final conveyance of personal property. AUTH: NI-AFU-94-11
16	24	daily excess reports	excess reconciliation, excess reported list, monthly excess reconciliation, and records of their status		destroy when superseded or after all excess actions are completed, v. AUTH: <u>whichever is later.</u>
17	25	dated item management	Mechanically prepared listings of dated items requiring quality assurance review	dated item reconciliation list	destroy after all actions are completed and verified. AUTH:

18	26	nonrotatable dated item list, part I		
19	27	nonrotatable dated item list, part II		destroy when superseded. AUTH:
	28	standard medical materiel inventories	manual forms associated with supply inventory used to record inventory balances	destroy 2 years after close of FY to which they pertain. AUTH: <i>NI-AFU-86-44</i>
	29	physical inventory list	physical inventory count list, physical inventory balance register, dated item inventory list, inventory accuracy analysis	
	30	inventory adjustment documents	base inventory adjustment document and MEMO inventory adjustment document	
	31	biennial inventory of controlled substances	Mechanically prepared listings or manual forms used to certify inventory stock position of drugs or other substances designated by Drug Enforcement Agency as Schedule II, III, IV, or V controlled substances	
20	32	record maintenance	PUZ, SPZ, and BRR actions list, QA record catalog changes, MOV transaction list, and daily balance register	destroy after required action is completed and verified. AUTH:
21	33	AUTODIN transaction list and local purchase interface list	interface with other standard mechanical systems mechanically prepared listings of information to be transferred by magnetic media to other operating systems (ADRSS/BCAS/MMAS)	destroy after interface is verified. AUTH:
22	34	finance transaction list		destroy 3 months after "as of" date. AUTH:
23	35	Mechanically prepared WRM Management listings	QA receipt list, QA inspection list, QA record catalog changes, WRM validation list, residue balance list, outshipment list, etc	destroy after actions are completed and verified. AUTH:
24	36	WRM procurement fund summary records	dated item budget requirement report, extended expiration date list	destroy when superseded. AUTH:
	37	WRM stock status work list	Mechanically prepared listings of WRM projects and their levels	destroy when no longer needed. AUTH: <i>NI-AFU-86-44</i>
	38	WRM stock status report		destroy upon receipt of annually validated list. AUTH: <i>NI-AFU-86-44</i>
25	39	WRM readiness list	Mechanically prepared listings of WRM projects showing overages and shortages	destroy when superseded or no longer needed, AUTH: <u>whichever is later.</u>

	40	financial reports	base medical inventory management report, BSMO/BAFO financial reconciliation, MEMO/BAFO financial reconciliation, medical materiel management report, trial balance, operating statements, special reports, and other similar reports	destroy 1 year after close of FY to which they pertain. AUTH: NI-AFU-86-44
26	41	financial report, cost center master list	project fund management report, and cost center delete/error list	destroy when superseded. AUTH:
	42	usage activity (cost center) property	registers and files including custody receipts, property issue and turn-in records, and other records reflecting transactions during the month	destroy after 1 year. AUTH: NI-AFU-86-44
	43	temporary issue receipts	used as temporary custody receipts	destroy or return to individual on return of property. AUTH: NI-AFU-86-44
	44	medical materiel systems trouble reports	forms and related correspondence, e.g. messages, Systems Change Release Document (AF Form 636), etc.	destroy after 1 year. AUTH: NI-AFU-86-44
27	45	medical equipment management reports	machine listings, supply support reports, and similar type reports relating to equipment control, identification, redistribution, changes, accounting, monetary obligations, surveillance, etc.	reports of medical and nonmedical in-use equipment destroy after 1 year, or when no longer needed, whichever is later. AUTH:
28	46	index number change list, index number control list		destroy when superseded or no longer needed, whichever is later. AUTH:
	47	custodian account files	individual files of personnel authorized to receipt for supplies and property, containing current and noncurrent specimen signatures, name, grade, and cost center of custodian, and waivers granted for use of stamps when numerous repetitive signatures are required	destroy 1 year after being superseded or obsolete. AUTH: NI-AFU-86-44
	48	medical equipment maintenance	work order registers	destroy after 1 year. AUTH: NI-AFU-86-44
	49	Workload mechanically prepared listings	consisting of work scheduling listings	destroy when no longer needed. AUTH: NI-AFU-86-44
	50	Machine listings of bench stock balances	listings used for spare parts management	destroy on receipt of new listings for a valid processing cycle. AUTH: NI-AFU-86-44
	51	Equipment historical maintenance files for items transferred		destroy on receipt of new report. AUTH: NI-AFU-86-44

	52	Equipment historical maintenance files for items not transferred			destroy after 3 months. AUTH: NI-AFU-86-44
	53	Maintenance source list			destroy when superseded. AUTH: NI-AFU-86-44
29	54	Mechanically prepared scheduled equipment maintenance listings	listings that reflect work accomplished against equipment requiring maintenance		destroy 2 years after "as of" date. AUTH:
30	55	Mechanically prepared unscheduled equipment maintenance listings			destroy when no longer have equipment. AUTH:
31	56	Local recurring listings and reports		not covered elsewhere in this Table	destroy when superseded or no longer needed, <i>whichever is later</i> . AUTH:
	57	Medical waste management plan	Waste management plan, including plans for regulated medical waste and general refuse disposal, contingency plans, state/local laws, and permits needed for incinerator	At MTF and BCE	destroy after 3 years, or when superseded, whichever is later. (See AUTH: NI-AFU-96-7 note 2).
	58	Medical waste manifests tracking	Manifests tracking disposal of regulated medical waste		destroy 3 years from date the waste was accepted by the initial transporter. (See note 2), AUTH: NI-AFU-96-7
	59	Medical waste destruction or treatment operating log	Destruction or treatment operating log		destroy 3 years from date of shipment of last log entry. (See AUTH: NI-AFU-96-7 note 2).
	60	Medical waste incinerator destruction report	Incinerator destruction report		destroy 3 years from date of medical waste destruction. (See note 2). AUTH: NI-AFU-96-7

1. **NOTES** Transfer to base records staging area 1 year after the close of the FY to which they pertain. Accounting and Finance then takes custody of these local purchase receiving records, considering them as financial records of the basis for disbursement of funds.

2. Comply with rules dispositions or state or local requirements, whichever is later.

Rules 9, 11, 13-17, 20, 23.01, 28-31, 37, 38, 40, 42-44, and 47-53 have been crossed off this SF115, per email from O. Croom to R. Noble 12/20/01.

Rules 57-60 were never meant to be part of this SF115. (R. Noble 4/25/02)

Dispositions for items 2, 10, 16, 25, 28, and 31 have been revised per email from O. Croom to R. Noble 2/8/02.

Note 2 has been added (from job NI-AFU-96-7), per R. Noble phone conversation with O. Croom 4/25/02.