

REQUEST FOR RECORDS DISPOSITION AUTHORITY

(See Instructions on reverse)

LEAVE BLANK

JOB NO.

N1-AFU-86-3

DATE RECEIVED

10-7-85

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

NOTIFICATION TO AGENCY

1. FROM (Agency or establishment)

DEPARTMENT OF THE AIR FORCE

2. MAJOR SUBDIVISION

Directorate of Administration, HQ USAF

3. MINOR SUBDIVISION

Records Management Branch

4. NAME OF PERSON WITH WHOM TO CONFER

Ms L. S. Sienuta

5. TELEPHONE EXT.

694-3527

DATE

11-10-87

ARCHIVIST OF THE UNITED STATES

[Signature]

In accordance with the provisions of 44 U.S.C. 3303a the disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10. If no records are proposed for disposal, the signature of the Archivist is not required.

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 3 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, if required under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies, is attached.

A. GAO concurrence: is attached; or is unnecessary.

B. DATE

02 OCT 1985

C. SIGNATURE OF AGENCY REPRESENTATIVE

Ina T Rowe

D. TITLE

**GRACE T. ROWE
Records Management Branch**

7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARS USE ONLY)
1	<p style="text-align: center;">TABLE 65-3 (New) STANDARD REPORTING DESIGNATORS (SRDs)</p> <p>New Table 65-3: recommend approval of the disposition standards therein, for publication in AFR 12-50, Vol II.</p> <p>The records described in Table 65-3 are created under a program for assigning standard three-character reporting designators (code elements) to identify items of equipment for use in various automated management information systems to facilitate the reporting, accounting, and analytical processes of designated items of equipment by maintenance and supply activities, and to facilitate the interchange of data from one management information system to another. The Air Force assigns SRDs to selected equipment in the active Air Force inventory and to new equipment undergoing acquisition.</p>		15 items

*copies to agency
NARS, NARM
11-13-87 TRT*

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TABLE 65-3

STANDARD REPORTING DESIGNATORS (SRDs)

R U L E	A	B	C	D
	If the documents are or pertain to	consisting of	which are	then
1	SRDs (code elements)	magnetic tapes used in management of the SRD program that assigns 3-character SRDs to selected items of equipment in the active AF inventory and to new equipment undergoing acquisition	at HQ AFLC	erase after 30 days.
2		punched cards		destroy after data is put on magnetic tape.
3		AF Form 1230, Standard Reporting Designator (SRD) Candidate Information, used to request SRD assignments, changes, deletions, reconciliations	at HQ AFLC and Air Logistics Centers (ALCs)	destroy 1 year after action is recorded in report: RCS: LOG-MM(AR)7946.
4			at Electronic Security Command (ESC) on SRDs for cryptologic (Q&U) equipment	
5			at HQ MJCOMs/SOAs	destroy 6 months after action is recorded in RCS: LOG-MM(AR)7946, or when no longer needed, whichever is sooner.
6			at field unit SRD focal points	destroy after action requested is recorded in RCS: LOG-MM(AR)7946.
7		master D165 MICAP conversion table that maintains the date of last transactions on all SRDs	at HQ AFLC	destroy after 1 year.
8		D165A, Master Media Conversion Table, of MICAP reportable SRDs, a computer product updated weekly	at HQ AFLC	
9		D165B, Master Media Conversion Table, of MICAP reportable SRDs, a computer product updated weekly	at ALCs	
10		AFLC Form 416, MICAP/MDC Media Conversion Table Update; prepared from data on AF Form 1230; used to update D165A, D165B (see note)	at HQ AFLC, ALCs and ESC	
11		file of deleted SRDs consisting of AFLC Forms 416 and related documents	at ALCs	destroy 3 years after SRD deleted.

TABLE 65-3 (Cont'd)

R U L E	A If the documents are or pertain to	B consisting of	C which are	D then
2		report of valid SRDs: RCS: LOG-MM(AR)7946, MICAP-MDC Media Conversion Table (microfiche) produced/distributed quarterly to users	at HQ AFMC and ALCs	destroy after 1 year.
13			at HQ USAF	destroy upon receipt of new report.
14			at HQ MAJCOMs/ SOA, including ESC and AF Data Systems Design Office	destroy after 6 months.
15			at base level	destroy after 3 months.

NOTE: MICAP: mission capability; MDC: maintenance data collection.