

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

LEAVE BLANK

JOB NO. *NI-AFU-86-29*

DATE RECEIVED
1/24/86

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

3. MINOR SUBDIVISION
RECORDS MANAGEMENT BRANCH

4. NAME OF PERSON WITH WHOM TO CONFER
Mr Jon Updike

5. TELEPHONE EXT.
694-3431

DATE
4-28-86

ARCHIVIST OF THE UNITED STATES
James T. Rowe

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

C. SIGNATURE OF AGENCY REPRESENTATIVE

D. TITLE GRACE T. ROWE

21 JAN 1986

Grace T Rowe

Records Management Branch
Directorate of Administration

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 GRS OR SUPERSEDED JOB CITATION	10.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)
	<p>Military Standard Requisitioning & Issue Procedures (MILSTRIP)/Military Standard Billing System (MILSBILLS) (T145-3) (Applicable Air Force Wide)</p>	<p>NC1-AFU-76-27</p>	<p><i>17 files</i></p>

Agency copy sent 4/29/86 JM

JUSTIFICATION FOR CHANGE TO TABLE 145-1

This change completely revises Table 145-1 into three tables in order to fully describe and provide disposition standards for the records which are now being created by the Air Force Commissary Service. This new Table 145-3 contains all new rules which are required for the MILSTRIP/MILSBILLS computer listings.

Military Standard Requisitioning & Issue Procedures (MILSTRIP)/Military Standard Billing System (MILSBILLS)
 Computer Listings

R U L E	A	B	C	D
	If the documents are or pertain to	consisting of	which are	then
1	requisitions and requirements listings	unmatched requisition lists (SD001-OLRQ.1)	at control office	destroy after corrections have been made.
2		off-line requisition lists (SD001-OLRQ.1)		destroy after requisition cycle or after 6 months.
3		requirements list (SD001-RQLS.1), commissary suggested order list (DS001-REQR.1)		destroy after 3 months.
4		open item listing (SD001-POIL.1)		provide copy to AFO and complex. Destroy complex and control-office copies after 3 months.
5		requisition list (DS001-REQS.1)		destroy after 6 months.
6	status reporting documents	shipping status report list (SD001-PSSR.1) and follow-up status report listing (SD001-FLUP.1)		destroy after 3 months.
7		unmatched status report (SD001-UPDI.2) and status card error list (SD001-STED.1)		destroy after actions have been completed.
8		requisition exception status report (SD001-UPDI.1), MILSTRIP vendor file list (SPO01-MVFL)		destroy 1 year after February inventory.
9	receiving documents	receiving report (SD001-RCVG.1), receipts discrepancy list (SD001-RCVG.2), reverse posted receipts, summary of receipts from DPSC sources (SD001-SREC.1)		destroy after corrections are made.
10		unmatched receipts (SD001-RCV2.1)		
11	inventory listings	inventory and inventory adjustment (IAV) (SD001-ILST 1)		destroy after 1 year after February inventory.
12		reorder inventory list (DP001-RLST1)		destroy after 3 months.
13	monthly general ledger summary	SD001-GLME.1		destroy 1 year after February inventory.
14	transfer in-or-out list	SD001-TNFR.1		
15	MILSTRIP item file maintenance	listing used to update MILSTRIP item files		destroy after review.
16	commissary ZERO balance	SD001-ZERO.1		destroy after 3 months.
17	interfund billing	SD001-BILL.1		destroy after 3 months (provide copy