

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

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

JOB NO. *NI-AF4-86-42*

DATE RECEIVED
3/24/86

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
Mr. R. P. Dwyer

5. TELEPHONE EXT.
694-3494

DATE
2-31-86

ARCHIVIST OF THE UNITED STATES
Frank A. Burke

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 B of the GAO Manual for Guidance of Federal Agencies, is attached.

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

6. DATE 17 MAR 1986	C. SIGNATURE OF AGENCY REPRESENTATIVE <i>Grace T Rowe</i>	D. TITLE GRACE T. ROWE Records Management Branch Directorate of Administration
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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 GRS OR SUPERSEDED JOB CITATION	10.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	MEDICAL WAR RESERVE MATERIEL (WRM) QUALITY ASSURANCE (Table 167-4) (Applicable Air Force-wide) Table 167-4 is added. These WRM records are used to control and maintain WRM materiel in a serviceable condition while prepacked in Modular Air Transportable Hospitals, Air Transportable Hospitals, Air Transportable Clinics, and other assemblages requiring continuous quality assurance efforts. As these records are solely listings, they are usually eligible for destruction when superseded or other management/administrative purposes have been served. A magnetic tape record inventory is attached as these are computer output records.		

Copies sent to Agency, mm, 8-8-86, emh.

TABLE 167-4

MEDICAL WAR RESERVE MATERIEL (WWM) QUALITY ASSURANCE

R U L E	A	B	C	D
	If documents are or pertain to	consisting of	which are	then
1	medical materiel management system (MMS)	medical war reserve materiel quality assurance subsystem (MWRMQAS) data on magnetic tape		destroy (delete) when no longer needed.
2	creation lists	initial listings received when activating MWRMQAS		destroy when no longer needed.
3	tape control lists	records of current tapes		destroy upon validation of next listing.
4	edit lists	records of invalid trans- actions as identified by error messages		destroy after corrections have been processed and verified, or when no longer needed, whichever is later.
5	inspection and alphabetical lists	records of location of assets and management data		destroy when superseded, or no longer needed, whichever is later.
6	transfer action lists	records of relocation actions		destroy when no longer needed.
7	validation lists	records of differences between quantity on hand and inventory code		destroy when superseded, or no longer needed, whichever is later.