

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

LEAVE BLANK

JOB NO. NI-AF4-86-44

DATE RECEIVED

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

Records Management Branch

4. NAME OF PERSON WITH WHOM TO CONFER

Mr. R. P. Dwyer

5. TELEPHONE EXT.

694-3494

DATE

6-16-86

ARCHIVIST OF THE UNITED STATES

Frank A. Bunker

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 12 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.

B. DATE	C. SIGNATURE OF AGENCY REPRESENTATIVE	D. TITLE
	<i>Grace T. Rowe</i>	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 GRS OR SUPERSEDED JOB CITATION	10.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)
1	BASE MEDICAL STOCK RECORD ACCOUNT (Table 167-1) (Applicable Air Force-wide) Table 167-1 is totally revised. Asterisks indicate new rule additions and changes to current dispositions and descriptions. The revised dispositions are the same or similar to the current ones, normally short term between three months to two years after a specific event or action. The attached cross index shows which proposed rules replace the current rules, which are the new rules, and which current rules are deleted. A magnetic tape record inventory is also attached as a large portion of the records are on magnetic tape.	NN-173-342	
			<i>53 items</i>

115-108 *Copies sent to Agency, 6-20-86, Enk.*

NSN 7540-00-834-4084

STANDARD FORM 115 (REV. 8-63)
Prescribed by GSA
FPMR (41 CFR) 101-11.4

CROSS INDEX

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Current Rules 3, 16 and 33 are no longer needed.

GENERAL SERVICES ADMINISTRATION NATIONAL ARCHIVES AND RECORDS SERVICE MAGNETIC TAPE RECORD INVENTORY		1. RECORD GROUP N	CONTROL NO. (FOR NARS USE)		
3. AGENCY/OFFICE CREATING RECORD Data processing installations at 102 Base Medical Materiel Offices		4. LOCATION OF EDP INSTALLATION Worldwide			
5. OFFICIALS RESPONSIBLE FOR SYSTEM (Name)		6. BUILDING ROOM NUMBERS		7. TELEPHONE NUMBERS	
A. SPONSOR HQ Air Force of Medical Support Brooks AFB, Texas 78235		A. -		A. -	
B. EDP COORDINATOR Air Force Data Systems Design Center Gunter AFS, Alabama 36114		B. -		B. -	
8. DESCRIPTION OF RECORD CONTENT					
A. SYSTEMS TITLE Medical Materiel Management System (MMMS)					
B. FILE(S) TITLE Various listings, registers, reports, inventory adjustments, stock balances pertaining to maintenance of base medical stock record account.					
C. PURPOSE OF COLLECTING DATA Provide medical materiel personnel with the necessary information and identify conditions which require a manager's decision.					
D. SCOPE (Content and coverage) N/A					
E. ARRANGEMENT-SORTING SEQUENCE (Logical record key) Chronological, organizational and subjective, depending on the particular file involved.					
9. SOURCE DOCUMENT(S) USED AS INPUT (Attach samples) Transaction cards based on medical materiel source documents or internal computer program criteria.					
10. USE OF FILE OUTPUT-PUBLICATION TITLE (Attach copy) None					
11. DATES OF FILE		12. ONETIME STUDY OR SURVEY (S)		13. PERIODIC UPDATE (Specify period)	
A. FROM N/A, due to short term retention periods of large volume of files.		NO		Yes. See AFR 12-50, Volume II, Table 167-1	
B. TO					
14. FILE SPECIFICATIONS (and data elements description)		15. DUPLICATION ELSEWHERE (Physical or content)			
N/A		None			
16A. CPU MFG.	16B. MODEL NO.	17. NO. OF REELS	18. REEL LENGTH	19. BPI USED	20. NO. OF TRACKS
Burroughs	B3500/4700	N/A	N/A	N/A	N/A
16C. TAPE DRIVE	16D. MODEL NO.				
N/A	N/A				
21. CURRENT RETENTION PERIOD		22. RECOMMENDED RETENTION PERIOD		23. DATE REELS WILL BE TRANSFERRED TO NARS	
See AFR 12-50, Volume II, Table 167-1 (current)		See AFR 12-50, Volume II, Table 167-1 (proposed)		None	
24. USE MADE OF TAPE RETAINED OVER TWO YEARS None					
25. DEFENSE CLASSIFICATION AND/OR RESTRICTIONS ON USE OF TAPE None					

TABLE 167-1

BASE MEDICAL STOCK RECORD ACCOUNT

R U L E	A If documents are or pertain to	B consisting of	C which are	D then
1 *	medical materiel management system (MMMS)	base medical stock record account data on magnetic tape		destroy (delete) when no longer needed.
2	medical materiel edit lists	*records of transactions that were processed with invalid data as identified by specific error messages	*medical materiel edit list, part I	*destroy 3 months after "as of date", when no longer needed, or on assurance of correct computer processing, whichever is later.
3			*medical materiel edit list, part II	
4 *			excess error list	
5 *			MEMO/MEMS edit list	
6	tape control listings	*mechanically prepared listings showing creation date of last updated master file, last history file, last equipment master file, and last opening master file for use in the next processing cycle		*destroy 3 months after "as of date."
7	medical materiel requirements lists	mechanically prepared listings of potential requisitions		*destroy 3 months after "as of date", or when all items on listing are received, cancelled or otherwise completed, whichever is later.
8	due-in/due-out suspense lists	*records of all current due-in/due-outs and related status documents		destroy 3 months after "as of date."

TABLE 167-1 (Continued)

R U L E	A If documents are or pertain to	B consisting of	C which are	D then	
9 *		records of items requiring follow-up	follow-up alert lists	destroy when no longer needed.	
10 *			potential follow-up lists		
11 *		medical materiel consoli- dated shipment lists of items shipped under one shipment identification			
12 *		medical materiel contract monitors lists of local pur- chase (LP) items in purchase order number sequence			
13 *		"BJ" Adjustment Status List- ing, PCN N240020, (AAVB7M)			
14	medical materiel document register	mechanically prepared accountable registers pre- scribed in AFMs 67-1 and 167-240 that reflect speci- fic property transactions	at bases operating under B3500/4700 or other standard mechanized medical materiel system	destroy 1 year after close of FY to which they pertain.	
15	medical materiel transaction register		* parts I, II and III (daily lists)	destroy after accuracy and com- pleteness of monthly transaction registers are verified.	
16 *			parts IV, V and VII (daily lists)	destroy upon receipt of new cumulative list.	

TABLE 167-1 (Continued)

R U L E	A If documents are or pertain to	B consisting of	C which are	D then
17			* parts I, II and III (monthly lists) records of transactions and balances for a specific month	destroy 1 year after close of FY to which they pertain.
18			* part VI (monthly lists), containing records of transactions and balan- ces for controlled sub- stances under the Com- prehensive Drug Abuse Prevention and Control Act of 1970	destroy 2 years after close of FY to which they pertain.
19	cost center master list	mechanically prepared list- ings of all valid using activities		destroy when superseded.
20	* using activity fill rate list	* mechanically prepared list- ings of medical and non-med- ical fill rate percentages		destroy 1 year after close of FY to which they pertain.
21	medical materiel stock status report	mechanically prepared list- ings of item master records reflecting asset data, requirement data, consump- tion and inventory data on which future requirements programs may be based	* output from daily processing	* destroy 6 months after "as of date", or when no longer needed, whichever is later.
22			* "as required" reports	* destroy when no longer needed.

TABLE 167-1 (Continued)

R U L E	A If documents are or pertain to	B consisting of	C which are	D then
23 *	prime-substitute cross-reference list	mechanically prepared listings showing prime-substitute relationships		destroy when superseded.
24 *	war reserve materiel (WRM) stock status work lists	mechanically prepared listings of WRM projects, their levels, balances, and due-in status		destroy when no longer needed.
25 *	WRM stock status report			destroy upon receipt of annually validated list.
26 *	WRM readiness lists	mechanically prepared listings of WRM projects showing overages and shortages		destroy when superseded, or no longer needed, whichever is later.
27	* medical inventory stratification reports	mechanically prepared listings of dollar inventory stratification of on-hand and due-in assets		destroy after 1 year.
28	high dollar issue lists	* mechanically prepared reports of cumulative issues in descending dollar sequence		
29	reports of local purchase	mechanically prepared reports of issues of commercial items considered for stock listing action		

TABLE 167-1 (Continued)

R U L E	A	B	C	D
	If documents are or pertain to	consisting of	which are	then
30	medical materiel reference records	specifications, supply catalogs, publication indexes, and equipment guides		destroy when superseded or obsolete.
31	medical custodian receipt records	listings and custodian requests/receipts that reflect authorized equipment in use for each custodian account	custodian copies	*destroy upon receipt of new listings.
32 *			MEMO file copies	destroy upon validation of new listings.
33			suspense copies	destroy when no longer needed.
34	source documents	*issue/turn-in documents, shipping/receiving documents, property disposal turn-in documents, reports of survey, statements of charges, copies of collection vouchers retained by the property officer, DOD single line release, receipt documents, notice of lost or missing documents, or other documents which pertain to accountable type transactions and contain a valid document number		destroy 1 year after close of FY to which they pertain.
35		*catalog change actions, due-in/due-out deleted record list, due-in/due-out reconciliation list, and any other document needed to support each entry or transaction on document registers		

TABLE 167-1 (Continued)

R U L E	A If documents are or pertain to	B consisting of	C which are	D then
36 *	excess reports	records of excess reported or requested, and their status		destroy 3 months after "as of date", or when all excess actions have been completed, whichever is later.
37 *	dated item management	dated item reconciliation, dated item control, and non-rotatable dated item lists		destroy when superseded, or no longer needed, whichever is later.
38	standard medical materiel inventories	mechanically prepared inventory adjustments or accountable adjustment documents used to adjust item detail records balances		destroy 2 years after close of FY to which they pertain.
39		* inventory control report PCN N240203, inventory count cards, inventory count lists, item balance registers used to prepare adjustment documents		
40		manual forms and cards associated with supply inventory other than the standard medical materiel management system and used to record inventory balances		

TABLE 167-1 (Continued)

R U L E	A If documents are or pertain to	B consisting of	C which are	D then
41	biennial inventory of controlled substances	mechanically prepared listings or manual forms used to certify inventory stock position of drugs or other substances designated by the Bureau of Narcotics and Dangerous Drugs as Schedule II, III, IV or V controlled substances		*destroy 2 years after close of FY to which they pertain.
42	using activity (cost center) property records	*registers and files including custody receipts, property issue and turn-in documents, and other records reflecting transactions during the month		destroy after 1 year.
43		temporary issue receipts used as temporary custody receipts		destroy or return to individual on return of property.
44	medical materiel systems trouble reports	forms and related correspondence		destroy after 1 year.
45	medical equipment management reports	machine listings, supply support reports, and comparable type reports relating to equipment surveillance, control, identification, changes, accounting, redistribution, monetary obligations, etc.		destroy after 1 year, or when no longer needed, whichever is later.

TABLE 167-1 (Continued)

R U L E	A	B	C	D
	If documents are or pertain to	consisting of	which are	then
46	custodian account files	individual files of personnel authorized to receipt for property and supplies, containing current and non-current 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 becoming superseded or obsolete.
47	* financial reports	* medical materiel management reports, BMSO/BAFO reconciliation reports, trial balance, operating statements, special reports and analysis, and other pertinent reports		destroy 1 year after close of FY to which they pertain.
48	medical equipment maintenance records	work order registers		destroy after 1 year.
49		work orders		destroy when no longer needed.
50		machine listings of bench stock balances used for spare parts management		destroy on receipt of new listings for a valid daily/monthly processing cycle.
51		equipment historical maintenance file	for items not transferred or donated	destroy on receipt of new report.
52			for items transferred or donated	destroy retained copies after 3 months.

TABLE 167-1 (Continued)

R U L E	A	B	C	D
	If documents are or pertain to	consisting of	which are	then
53		contractor locator list		*destroy when superseded.
	<p>MEMO/MEMS: Medical Equipment Management Office/Medical Equipment Maintenance Subsystem</p> <p>BMSO/BAFO: Base Medical Supply Office/Base Accounting and Finance Office</p>			