

INACTIVE - ALL ITEMS SUPERSEDED OR OBSOLETE

Schedule Number: N1-AFU-86-044

All items in this schedule are inactive. Items are either obsolete or have been superseded by newer NARA approved records schedules.

Description:

In 1989, Air Force submitted N1-AFU-90-003 to cover all of their temporary items in AFR 12-50, Volume II, Disposition of Air Force Records under a single job number. The two schedules match. This schedule was therefore superseded by N1-AFU-90-003.

Date Reported: 8/29/2024

N1-AFU-86-044

INACTIVE - ALL ITEMS SUPERSEDED OR OBSOLETE

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

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JOB NO. NI-AF4-86-44

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

DATE RECEIVED

1. FROM (Agency or establishment)
DEPARTMENT OF THE AIR FORCE

NOTIFICATION TO AGENCY

2. MAJOR SUBDIVISION
Directorate of Administration, HQ USAF

In accordance with the provisions of 44 U.S.C. 3303e 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disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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.

3. MINOR SUBDIVISION
Records Management Branch

4. NAME OF PERSON WITH WHOM TO CONFER

5. TELEPHONE EXT.

DATE

ARCHIVIST OF THE UNITED STATES

Mr. R. P. Dwyer

694-3494

6-16-86

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 <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 GRS OR SUPERSEDED JOB CITATION	10.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	<p>BASE MEDICAL STOCK RECORD ACCOUNT (Table 167-1) (Applicable Air Force-wide)</p> <p>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.</p>	<p>NN-173-342</p>	<p>53 items</p>

CROSS INDEX

<u>PROPOSED</u>	<u>CURRENT</u>	<u>PROPOSED</u>	<u>CURRENT</u>
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4		32 (NEW)	
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6		4	34
7	5	35	24
8	6	36 (NEW)	
9		37 (NEW)	
10		38	26
11		39	27
12		40	28
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21	13,14	49	35
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23 (NEW)		51	37
24 (NEW)		52	38
25 (NEW)		53	39
26 (NEW)			
27	17		
28	18		

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 NO. 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 N/A, due to short term retention periods of large volume of files.	12. ONETIME STUDY OR SURVEY (S) NO	13. PERIODIC UPDATE (Specify period) Yes. See AFR 12-50, Volume II, Table 167-1
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14. FILE SPECIFICATIONS and data elements description N/A	15. DUPLICATION ELSEWHERE (Physical or content) None
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16A. CPU MFG. Burroughs	16B. MODEL NO. B3500/4700	17. NO. OF REELS N/A	18. REEL LENGTH N/A	19. BPI USED N/A	20. NO. OF TRACKS N/A
16C. TAPE DRIVE N/A	16D. MODEL NO. N/A				

21. CURRENT RETENTION PERIOD See AFR 12-50, Volume II, Table 167-1 (current)	22. RECOMMENDED RETENTION PERIOD See AFR 12-50, Volume II, Table 167-1 (proposed)	23. DATE REELS WILL BE TRANSFERRED TO NARS None
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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	B	C	D
	If documents are or pertain to	consisting of	which are	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 If documents are or pertain to	B consisting of	C which are	D 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 balances, 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>			