

REQUEST FOR RECORDS DISPOSITION AUTHORITY <i>(See Instructions on reverse)</i>		LEAVE BLANK	
TO: GENERAL SERVICES ADMINISTRATION NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408		JOB NO.	NI-AFU-86-61
1. FROM (Agency or establishment) DEPARTMENT OF THE AIR FORCE, HQ USAF		DATE RECEIVED	8-22-86
2. MAJOR SUBDIVISION Directorate of Administration		NOTIFICATION TO AGENCY	
3. MINOR SUBDIVISION Records Management Branch		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disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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.	
4. NAME OF PERSON WITH WHOM TO CONFER Grace T. Rowe	5. TELEPHONE EXT. 694-3527	DATE 8-27-86	ARCHIVIST OF THE UNITED STATES <i>James A. Burke</i>
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 2 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 19 AUG 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 <i>(With Inclusive Dates or Retention Periods)</i>	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN <i>(INARS USE ONLY)</i>
1	Unit, Organization and Materiel Control Supply Records (Table 67-3) (Applicable Air Force-wide) This submission requests addition of a new Rule 15.2 to establish a disposition for the daily document registers and Project Fund Management Report update and reconciliation. These documents are used by supply personnel to track daily supply transactions for parts and materials being requested. The Supply Fund resource advisors use them at least monthly to verify billing documents, track fund expenditures, review price changes, confirm cancellations and challenge suspected overpriced actions. It is not unusual to have to refer to previous fiscal year documents to complete required research. The only source documents available at the unit level are the subject reports. Each of these units (GSU, geographically separated units are isolated and remote from the host base up to 350 miles and the utilization of base supply records is unrealistic. Request approval.	NCI-AFU-84-37	

TABLE 67-3

R U L E	A	B	C	D
	If records are or pertain to	Consisting of	Which are	Then
15. 2 *	unit record	daily document registers and Project Fund Management Report (PFMR/OCCR) update and reconciliation	at units with GSUs and at the GSU except as in rule 15.1	destroy after 1 year