

REQUEST FOR RECORDS DISPOSITION AUTHORITY (See Instructions on reverse)		LEAVE BLANK	
TO: GENERAL SERVICES ADMINISTRATION NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408		JOB NO. <i>NI-AFU-87-27</i>	DATE RECEIVED <i>6/29/87</i>
1. FROM (Agency or establishment) DEPARTMENT OF THE AIR FORCE		NOTIFICATION TO AGENCY	
2. MAJOR SUBDIVISION Directorate of Information Management and Administration		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disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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.	
3. MINOR SUBDIVISION Records Management Branch			
4. NAME OF PERSON WITH WHOM TO CONFER Grace T. Rowe	5. TELEPHONE EXT. 694-3527	DATE <i>9-2-87</i>	ARCHIVIST OF THE UNITED STATES <i>Frank B. Bunker</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 JUN 24 1987	C. SIGNATURE OF AGENCY REPRESENTATIVE <i>Grace T. Rowe</i>	D. TITLE GRACE T. ROWE, Records Mgt Branch Directorate of Info Mgt and 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 GRS OR SUPERSEDED JOB CITATION	10.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>EQUIPMENT MANAGEMENT SYSTEM (Table 67-11) (Applicable Air Force-wide)</p> <p>1. The purpose of this submission is to change disposition in rule 45 to "destroy after 1 year; earlier disposition authorized, if no longer needed". We have a Model Installation Program proposal which requests disposal of the Custodian Request Log earlier than 1 year. The log lists the customer's request. As they are cleared, they are crossed off, those not closed out at the end of the year are carried over and entered in the next year's log. Some equipment custodians find that they can dispose of the log as soon as it is cleared. They do not need to refer back to it, they believe they can locate the information through other supply records. We want to make the rule flexible enough to let the equipment custodian keep for a year or dispose earlier as applicable.</p> <p>2. Request your favorable consideration.</p> <p><i>Agency copy sent 9/11/87</i></p>	NCI-AFU-80-27	

TABLE 67-11 Equipment Management System

R U L E	A	B	C	D
	If documents are or pertain to	consisting of	which are	then
45 *	Equipment Custodian file	Custodian Request Log	Custodian copies	destroy after 1 year; earlier disposition authorized, if no longer needed.