

**REQUEST FOR RECORDS DISPOSITION AUTHORITY**  
(See Instructions on reverse)

LEAVE BLANK

JOB NO. NI-AFU-88-15

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

DATE RECEIVED 1/25/88

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

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disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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 POLICY SECTION

4. NAME OF PERSON WITH WHOM TO CONFER  
Pierre J. Jost

5. TELEPHONE EXT. 694-3527

DATE 5/3/88

ARCHIVIST OF THE UNITED STATES  
*[Signature]*

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 6 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 <b>DEC 21 1987</b>	C. SIGNATURE OF AGENCY REPRESENTATIVE	D. TITLE <b>GRACE T. ROWE, Chief, Rec Mgt Policy Section Directorate of Information Mgt and Admin</b>
-------------------------------	---------------------------------------	--

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 GRS OR SUPERSEDED JOB CITATION	10.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	FUELS, PROPELLANTS, AND CHEMICAL RECORDS (T144-1, R1-19) (Applicable Air Force-wide)  We submit the attached revision of Table 144-1 for your review and approval.		

*Copy sent to agency* NSN 7540-00-834-4064 *5/4/88*

TABLE 144-1 - FUELS, PROPELLANTS, AND CHEMICAL RECORDS (NOTES 1 AND 2)

R U L E	A  If documents are or pertain to	B  consisting of	C  which are	D  then
1	Aviation fuels, and <del>fuel</del> ground <del>products</del> <i>petroleum, cryogenic products and Missile Fuels Category items</i>	fuels unique ADPE printouts including receipt, storage, issue, inventory, and item accounting records, and access control logs.	at base fuel activities and SA-ALC.	destroy after 1 year (see note).
2		orders placed from contract sources and corresponding receipts		destroy 6 years and 3 months after expiration date of the contract
3		operating loss analysis plus supporting records		destroy after 3 years
4		daily fuels request and servicing logs		destroy after 1 year unless being used to determine/compute refueler/manpower requirements; maintain for 1 additional year
5		quality control spot checks		destroy after 6 months
6		quality control inspection reports		destroy after 1 year
7		identaplates		destroy when replaced or when no longer needed
8		reports and records concerning fuel storage/handling capability, planned facility/equipment changes, damage assessment/repair, fuel support plans, plan assessment records		destroy after 1 year or when superseded

TABLE 144-1 (Continued)

R U L E	A	B	C	D
	If documents are or pertain to	consisting of	which are	then
9	energy conservation	computer reports, analysis data	at all levels	destroy when no longer needed
10	aviation fuel and oil sales	certificates of tax exemption furnished by contract, charter, and civil aircraft operations	at base fuels activities and SA-ALC	destroy after 3 years
11	missile propellant and pressurant forecasts	propellant requirements forecasts, reports	at all levels	
12	liquid fuels supervisor records	physical profile serial report, certificate of competency, request for certification/recertification and approval	at requesting and approving activities	destroy upon recertification or ineligibility of individual
13	cryogenics plant and tank records	plant operating and maintenance records, system status records, cryogenics tank records	at all level of activity	destroy after 1 year or as directed by item manager
14	inspection records	records of inspection of permanently installed base fuel storage systems	at base fuels activities	destroy after 6 months
15	test records	laboratory test reports		destroy after 6 months (retain when supporting deviations; destroy when deviation is corrected)
16			at area laboratories	destroy after 1 year
17	construction project proposals	theater airfield capability and construction data	at base fuels activities	see table 88-1, rule 4

TABLE 144-1 (Continued)

R I I. F.	A	B	C	D
	If documents are or pertain to	consisting of	which are	then
18	local support	organization fuel tank records, fuel servicing records, etc.	at base fuels activities	destroy after 1 year
19	records not covered elsewhere	tabulations, summaries, etc.	at all levels	
	<p>NOTE 1: Records in this table include hard copy records and computer disks. NOTE 2: All references to year are fiscal year.</p>			

JUSTIFICATION TO ACCOMPANY SF 115 ON REVISED TABLE 144-1

We propose to revise T144-1 to conform with today's management of records pertaining to fuels, propellants, and chemicals. We renumbered some of the rules and added new ones to cover a greater variety of records that the base-level fuel activities must maintain now. Also we specify that the records involved are hard copy documents as well as those on computer disks.

COMPARISON BETWEEN CURRENT AND PROPOSED TABLE 144-1

<u>OLD RULE</u>	<u>NEW RULE</u>	<u>CHANGE</u>
1	1	Minor Change in Disposition
2	2	No Change
3	3	No Change
4	4	From 6 Months to 1 Year
4.1	5	Minor Change in Disposition
4.2	7	Minor Change in Disposition
5	6	No Change
6	-	Deleted
7	9	No Change
7.1	8	Minor Change in Disposition
8	10	No Change
9	15	Minor Change
10	16	From 6 Months to 1 Year
11	11	No Change
12	12	No Change
13	14	From 1 Year to 6 Months
14	17	Reference to Another Table
	13	New Rule
	18	New Rule
	19	New Rule

RECOMMENDED CHANGE TO COLUMNS A AND C, TABLE 144-1, AFR 12-50, VOL II

TABLE 144-1				
FUELS, PROPELLANTS AND CHEMICAL RECORDS				
R U L E	A	B	C	D
	If documents are or pertain to:	Consisting of:	Which are:	Then:
1	Aviation fuels and ground petroleum; cryogenic products and Missile Fuels Category Items.	fuels unique ADPE printouts including receipt, storage, issue, inventory, and item accounting records, and access control logs.	at base fuel activities and SA-ALC.	destroy after 1 year (see note).

TABLE 144-1 - FUELS, PROPELLANTS, AND CHEMICAL RECORDS (NOTES 1 AND 2)

N U M B E R	A  If documents are or pertain to	B  consisting of	C  which are	D  then
1	Aviation fuel, and fuel ground products	fuels ADPE output including receipt, storage, issue, inventory item accounting documents and access control logs. Local purchase orders/receipts requirements forecasting	at base fuels activities	destroy after 1 year if not being retained as supporting records for other reports; destroy simultaneously with supported record
2		orders placed from contract sources and corresponding receipts		destroy 6 years and 3 months after expiration date of the contract
3		operating loss analysis plus supporting records		destroy after 3 years
4		daily fuels request and servicing logs		destroy after 1 year unless being used to determine/compute refueler/manpower requirements; maintain for 1 additional year
5		quality control spot checks		destroy after 6 months
6		quality control inspection reports		destroy after 1 year
7		identaplates		destroy when replaced or when no longer needed
8		reports and records concerning fuel storage/handling capability, planned facility/equipment changes, damage assessment/repair, fuel support plans, plan assessment records		destroy after 1 year or when superseded

ORIGINAL