

REQUEST FOR RECORDS DISPOSITION AUTHORITY

(See Instructions on reverse)

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**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 Info Mgmt and Administration, SAF/AAD

3. MINOR SUBDIVISION

Information Management Policy Branch

4. NAME OF PERSON WITH WHOM TO CONFER

Mrs. Grace T. Rowe

5. TELEPHONE EXT.

694-3527

DATE

3/28/89

ARCHIVIST OF THE UNITED STATES

Claudia J. ...

DATE RECEIVED
12/14/88

NOTIFICATION TO AGENCY

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disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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

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 3 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

12 DEC 1988

C. SIGNATURE OF AGENCY REPRESENTATIVE

Grace T. Rowe

D. TITLE

Grace T. Rowe
Chief, Records Mgmt Policy Section
Directorate of Info Mgmt and Admin

| 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 GRS OR SUPERSEDED JOB CITATION | 10.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 | MILITARY STANDARD REQUISITIONING & ISSUE PROCEDURES (MILSTRIP)/MILITARY STANDARD BILLING SYSTEM (MILSBILLS) (Table 145-3) (Applicable Air Force-wide) Rule 4. Changed the disposition of open item listing to 6 months vice 3 months. We need to keep these records an extra 3 months for reference purposes. | N1-AFU-86-29 | |
| 2 | Rule 6. Changed the disposition of Defense Personnel Support Center (DPSC) listings to 6 months vice 3 months; extra 3 months needed for reference purposes. We added "requisition exception status report" to the description; currently covered for disposition in Rule 8. | N1-AFU-86-29 | |
| 3 | Rule 7. Placed in RESERVED, since Air Force no longer prepares unmatched status report and status card error list. | N1-AFU-86-29 | |
| 4 | Rule 8. Changed the disposition of MILSTRIP vendor file list to 3 months vice 1 year after February inventory, which is sufficient for Air Force needs. We deleted "requisition exception status report" from the description, and added it to Rule 6. | N1-AFU-86-29 | |

*Copy sent to agency
3/30/89*

REQUEST FOR RECORDS DISPOSITION AUTHORITY - CONTINUATION

JOB NO.

PAGE

| 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>(NARS USE ONLY)</i> |
|------------------|--|--|---|
| 5 | Rule 17. Changed the disposition of interfund billing transition list to destroy after 3 months, or when no longer needed, whichever is sooner vice 3 months. As these listings have limited value, we are allowing their destruction sooner than 3 months if necessary. | N1-AFU-86-29 | |
| 6 | NOTE. We are stating that the Administrative Office at commissary stores is the control office for Table 145-3 records where Automated Commissary Operations System is implemented. | | |

TABLE 145-3

MILITARY STANDARD REQUISITIONING & ISSUE PROCEDURES (MILSTRIP)/
MILITARY STANDARD BILLING SYSTEM (MILSBILLS)

| R U L E | A | B | C | D |
|------------------|--|---|---------------------------|---|
| | If records are | consisting of | which are | then |
| 4 | requisitions and requirements listings | open item listing (SD001-POIL.1) | *at control office (note) | *destroy after 6 months. |
| 5 | | *requisition open listing (DS001-REQS.1) | | |
| 6 | *DPSC status reporting | *shipping status report list (SD001-PSSR.1), follow-up status report listing (SD001-FLUP.1), and requisition exception status report (SD001-UPDI.1) | | |
| 7 | | (RESERVED) | | |
| 8 | | *MILSTRIP vendor file list (SP001-MVFL) | | *destroy after 3 months. |
| 17 | *interfund billing transition list | SD001-BILL.1 | | *destroy after 3 months, or when no longer needed, whichever is sooner. |

*NOTE: At stores where Automated Commissary Operations System (ACOS) is implemented, the administrative office is the control office.

DPSC: Defense Personnel Support Center