

**REQUEST FOR RECORDS DISPOSITION AUTHORITY**

(See Instructions on reverse)

LEAVE BLANK

JOB NO.

NI-AFD-89-27

DATE RECEIVED

7/14/89

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

Mr. R. P. Dwyer

5. TELEPHONE EXT.

694-3494

DATE

1/3/90

ARCHIVIST OF THE UNITED STATES

*Claudia J. Miller*

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 B of the GAO Manual for Guidance of Federal Agencies, is attached.

A. GAO concurrence:  is attached; or  is unnecessary.

8. DATE

JUL 0 5 1989

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	B. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARS USE ONLY)
1	<p>UNIT, ORGANIZATION AND MATERIEL CONTROL SUPPLY RECORDS (Table 67-3) (Applicable Air Force-wide)</p> <p>Rule 17. In description, delete "notification of TCTO kit requirements" and "adjusted stock level form" records. Reason is that we will dispose of these records in Rules 17.1 and 25.</p>		
2	<p>Rule 17.1. Added, to state to dispose of adjusted stock level forms (records), currently covered in Rule 17, per Table 67-4, Rule 17 (adjusted stock level records).</p>		
3	<p>Rule 25. Added, to dispose of TCTO jacket files. These files include notifications of TCTO kit requirements currently covered for disposition in Rule 17. The TCTO kit manager places the TCTO jacket file in the completed file when all balances are reduced to zero and no requirements exist. As such, we believe the appropriate disposition is: destroy 1 year after all balances are reduced to zero and no requirements exist.</p>		

*Copy sent to agency  
1/8/90*

TABLE 67-3

## UNIT, ORGANIZATION AND MATERIEL CONTROL SUPPLY RECORDS

R U L E	A If records are	B consisting of	C which are	D then
17	source records	*forms, i.e., supply control log, records of cannibalization, issue/turn-in request, DOD single line item release/receipt document, item location and status card, temporary hand receipt, quick reference lists, and report of packaging and handling deficiencies, repairable item processing tag, and input to maintenance repair capability reporting; used to order, receive, control, verify, input, forecast, turn-in, and are not accountable		(no change)
17 .1 *		adjusted stock level records		see table 67-4, rule 17.
25 *	TCTO jacket files	Notification of TCTO Kit Requirements (AF Form 2001), management notice of TCTO kit availability, notification of kit shipments, receipt documents, requisitions, and related records		destroy 1 year after all balances are reduced to zero and no requirements exist.

TCTO: Time Change Technical Order