

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

Inace 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 GRS OR SUPERSEDED JOB CITATION	10.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

TABLE 67-2. CONTINUED

R U L E	A	B	C	D
	If the records are or pertain to	consisting of	which are	then
1	due-in assets	contracts, contract index cards, and related contract instruments	at IMs/SSMs for reporting and controlling due-in assets from contractor and reporting AF activities	
2		PR/MIPRs		
3		due-in asset worksheets prepared for input to computer		
4		due-in asset status cards for each item		
5		due-in statistical transaction listing		
6		due-in requirements data for reports for category I and II R items		
7		shipment variation printouts, out-of-balance notices, overage data		
8	car arrival reporting records	reports used to initiate diversions of shipments or to initiate immediate reshipments		destroy 3 months after diversion or reshipment.
9	shortage report records	reports transmitted by the depot to a technical service stock control point; used to determine a secondary source of supply		destroy after 3 months.
10	advice of availability records	reports by a stock control point to a depot which indicate a secondary source of supply for items appearing on a shortage report		
11	fixed communications and electronics supply	bills of material, shipping documents, and correspondence related to supply action against engineered bills of material	at servicing activity	destroy 5 years after completion of action.

NOTE: The term "depot" as used herein refers to all supply establishments maintained for the storage and issue of supplies for domestic or overseas supply, such as distribution, key, port stock, filler and reserve depots, and comparable establishments in overseas commands.

TABLE 67-3

UNIT, ORGANIZATION AND MATERIEL CONTROL SUPPLY RECORDS

R U L E	A	B	C	D
	If the records are or pertain to	consisting of	which are	then
1	active unit property records	allied registers and files, including flyaway and en route kits, component records, requisitions, custody receipts, requests for issue or turn-in marked or stamped "custody receipt (issued of a permanent record)," property issue and turn-in slips, shipping and receiving documents, reports of survey, statement of charges, schedule of collections, inventory adjustment vouchers, mechanized property accounting cards, and related records reflecting transactions occurring during the month		destroy after 1 year.
2		temporary issue custody receipts		destroy or return to individual on return of property.

TABLE 67-3. CONTINUED

R U L E	A If the records are or pertain to	B consisting of	C which are	D then
3	inactivated unit property records	allied register and files described in rule 1		destroy when installation commander is assured that property records have been reduced to zero balance, and that all property has been turned in to appropriate supply office or otherwise satisfactorily accounted for, and he or she has issued authority to destroy the records.
4		authorizations to destroy the records		destroy 2 years after inactivation of unit or 2 years after disposal of the record, whichever is later.
5	property accounting transaction card			destroy after supply action is completed and entry has been posted to the document register.
6	special measurement clothing and orthopedic footwear	measurement forms		destroy 30 days after receipt of ordered material.
7	accountable records	records created before conversion of AF organizational equipment records to EMO/BEMO and CEMO systems		destroy 1 year after all records have been reconciled and current inventories are accurate.
8	supply reporting	equipment status reports, reports on supply levels, critically short items, other matters which affect the maintenance and receipt of supply items, and related papers	at unit supply for submission to higher headquarters	destroy after 1 year or on inactivation of the unit, whichever is sooner.
9	packing certificates	records which certify that proper crating and packing of equipment have been accomplished before movement of a unit to a new installation		destroy after 6 months.
10	supply inspection	showdown inspection reports, final inspection reports, and related inspection papers; pertinent to units that are outfitted before overseas movement		destroy after 1 year.
11	USAF marine equipment allowance and checklist			destroy when boat is dropped from AF inventory and all equipment is accounted for.
12	unit supply officer listings	continuing lists showing by name and inclusive dates each officer's assumed/relinquished responsibility		retire on inactivation of unit for disposal 12 years after inactivation.
*13	training equipment issue and turn-in	records relating to the request to base supply activities for training equipment, notification of action taken on request, and return of equipment to base supply activities, including issue/turn-in slips and related correspondence		see table 67-11, rule 44.
*14	zero overpricing	letters, messages, inquiries and other material relating to suspected pricing error	at customer liaison office	destroy 1 year after case is closed.
15	unit record	daily document registers	at equipment management office or base supply	destroy after 3 months.
15.1			at AFTAC GSUs	destroy after 2 fiscal years.
*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.
16		priority monitor report, stock number directory, due-out status listing, due-in from maintenance listing, bench stock review, bench stock listing, special level listing		destroy after receipt of updated listing.

TABLE 67-3. CONTINUED				
R U L E	A	B	C	D
	If the records are or pertain to	consisting of	which are	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, notification of TCTO kit requirements, quick reference lists, adjusted stock level form, 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		destroy after 1 year or when no longer needed, whichever is sooner.
18		verification worksheet		destroy 3 months after completed action if no longer needed for justification of special levels.
19	custodian records	custodian authorization/custodian receipt list		see table 67-11, rule 40.
20	clothing allowance for Reserve Forces	individual mandatory clothing check (male and female)		destroy when form lacks space for next inspection and new forms have been used for one inspection.
21		clothing request receipt		destroy after 1 year.
22		personal clothing record, male/female airman		destroy when balances are transferred to a new form and a final statement is accomplished.
23		personal clothing claim and supporting records	at staff judge advocate offices	destroy 1 year after case is closed.
24	customer complaints/inquiries	correspondence used to record and resolve customer complaints, problems, or inquiries	at the Customer Liaison Office	destroy 1 year after resolution of the case.

TABLE 67-4				
BASE STOCK RECORD ACCOUNTS				
R U L E	A	B	C	D
	If the records are or pertain to	consisting of	which are	then
1	stock record accounts	cards on accountable property transactions to a specific stock record account, or equivalent forms prescribed in AFM 67-1		destroy 1 year after equipment has been removed from the account. (See table 167-1 for medical stock record account.)
2	(RESERVED)			
3	(RESERVED)			
4	daily document registers	accountable registers prescribed in AFM 67-1 that reflect specific property transactions	prepared by bases operating under the standard base level supply system (Sperry 1100-60)	destroy after 3 months provided no irregularities exist.
5		information copies used as a cross-reference work file		destroy when no longer needed or on receipt of stock number directory, whichever is sooner.
6	supply document register		prepared by bases operating a manual base supply system	destroy after 1 year, provided no irregularities exist.
7	document control cards	cards created during preparation of daily document register	used by bases operating under the standard base level supply system (Sperry 1100-60) to prepare delinquent document listings, assure that records requiring review/filing are received in the document control section, and to aid in quality control	destroy after all necessary action is completed.

TABLE 67-4. CONTINUED

R U L E	A If the records are or pertain to	B consisting of	C which are	D then
8			used by bases operating under the PCAM/B263 or other supply system to prepare a document register, prepare listings covering coverage documents, for followup purposes, and to prepare mechanized supply activity reports	
9	daily transaction register	accountable registers prescribed in AFM 67-1 that reflect specific property transactions	prepared by bases operating under the standard base level supply system (Sperry 1100-60)	destroy after 1 year, provided no irregularities exist, or when replaced by a consolidated transaction register and accuracy and completeness of consolidated transaction register have been verified.
10	consolidated transaction register			destroy after 1 year, provided no irregularities exist.
11	monthly base or medical supply transaction register			see table 167-1.
12	source records	issue/turn-in records, shipping/receiving records, inventory adjustment documents, USAF excess and surplus property turn-in records not used as supporting records (see rule 14), and notice of lost or missing documents which pertain to accountable-type transactions and contain valid document numbers	identified in AFM 67-1 to be held	destroy after 1 year.
13			all except records to be held as prescribed in AFM 67-1	destroy after recording in document/transaction registers and completion of quality control.
14	supporting records	reports of survey, statement of charges, cash collection vouchers, DOD single line release/receipt document, USAF excess and property turn-in records, and any other records needed to support each entry on transaction and document register	identified in AFM 67-1, vol II, Part One, Chap 3; vol II, Part Two; and vol V	destroy after 1 year (see table 175-2).
14.1		local purchase (LP) receipt records	identified in AFM 67-1, vol II, Part Two	destroy 6 years and 3 months after final payment provided there are no discrepancies for which corrective actions are prescribed by AFAFC (see note).
15		records not included in rule 14 or 14.1		destroy after recording on daily transaction and document registers, and after quality control check is completed (see table 175-2).
16	adjusted stock level records	original copies		hold as long as established levels are in effect; then destroy.
17			at initiating activities	destroy upon receipt of approved current renegotiation.
18		suspense copies		destroy on receipt of approved copy.