

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

LEAVE BLANK

JOB NO.

N1-AFU-90-23

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

DATE RECEIVED

2/8/90

1. FROM (Agency or establishment)

DEPARTMENT OF THE AIR FORCE

2. MAJOR SUBDIVISION

Directorate of Information Management

3. MINOR SUBDIVISION

Policy Division, SAF/AAIA

4. NAME OF PERSON WITH WHOM TO CONFER

Mr. R. P. Dwyer

5. TELEPHONE EXT.

694-3494

DATE

ARCHIVIST OF THE UNITED STATES

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disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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

**8. 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 10 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.

6. DATE

01 FEB 1990

C. SIGNATURE OF AGENCY REPRESENTATIVE

Grace T Rowe

D. TITLE

GRACE T. ROWE  
Chief, Records Mgmt Policy Branch  
Directorate of Information Mgmt

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 GRS OR SUPERSEDED JOB CITATION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)

**MEDICAL LOGISTICS (Table 167-1)  
(Applicable Air Force-wide)**

Air Force changed the Table 167-1 title to Medical Logistics vice Base Medical Stock Record Account so as to more accurately reflect the electronic record-keeping of these records, as shown in the rules description changes. In doing such, we are also deleting four records rules, adding eleven others, expanding some rule records into two or more rules, and re-numbered the Table 167-1 rules, as shown in attached cross-index.

- 1 Rules 5, 7, 32-36, 41, 54-56 (Added). We are adding additional due-in/due-out records (Rules 5 and 7); record maintenance (Rule 32); interface with other standard mechanical systems records (Rules 33 and 34); additional War Reserve Materiel records (Rules 35 and 36); additional financial report (Rule 41); additional medical equipment maintenance records (Rules 54 and 55); and local recurring listings and reports (Rule 56). We only need these records for a short period of time or upon completion of a specific action.

**REQUEST FOR RECORDS DISPOSITION AUTHORITY – CONTINUATION**

JOB NO.

PAGE

OF

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>
2	Rules 6, 11, 13, 19, 20, 28 (Current Deleted). We no longer have tape control listings (Rule 6); some of the due-in/due-out records (Rules 11 and 13); cost center master lists (Rule 19); using activity fill rate lists (Rule 20); and high dollar issue lists (Rule 28).		
3	Rules 1-4, 6, 8, 12, 23-27, 39, 46 (Current Rules 1-5, 7-10, 12, 21, 35-37, 26, 45). Changed the dispositions, but they still remain as short-term or completion of specific action dispositions.		
4	Rules 21 and 22 (Current Rule 34). We divided current Rule 34 into two rules since the local purchase receiving records (Rule 21) need a longer retention (see Table 177-18, Rule 7; 6 years and 3 months). These records have no value as supply documents after one year from the close of the FY to which they pertain. However, a good portion of them are required by law to be kept for 6 years and 3 months as a financial record of the basis for disbursement of funds. As such, the base Accounting and Finance takes custody of these local purchase receiving records after their use as supply records ends.		
5	Note (Added). The note explains the transfer of Rule 21 (local purchase receiving records) to the base records staging area, and their subsequent custody by base Accounting and Finance.		

CROSS INDEX (Table 167-1)

<u>PROPOSED</u>	<u>CURRENT</u>	<u>PROPOSED</u>	<u>CURRENT</u>
1	1	32 (Added)	-
2	2-5	33 (Added)	-
3	7	34 (Added)	-
4	8	35 (Added)	-
5 (Added)	-	36 (Added)	-
6	9-10	37	24
7 (Added)	-	38	25
8	12	39	26
9	14	40	47
10-11	15-18	41 (Added)	-
12	21	42	42
13	22	43	43
14	23	44	44
15	27	45-46	45
16	29	47	46
17	30	48	48
18	31	49	49
19	32	50	50
20	33	51	51
21-22	34	52	52
23	35	53	53
24	36	54 (Added)	-
25-27	37	55 (Added)	-
28	38	56 (Added)	-
29	39		
30	40	<u>Current Rules Deleted</u>	
31	41	6, 11, 13, 19, 20, 28	

167. \*Medical Logistics (MEDLOG). This table covers records pertaining to a uniform system of property control for AF medical activities operating under an on-line data processing system. These products and records are covered in AFM 67-1, Vol V, AF Medical Materiel Management System-General and AFM 167-230, Medical Logistics (MEDLOG): 1008/AJ, Users Manual.

TABLE 167-1				
*MEDICAL LOGISTICS				
R U L E	A	B	C	D
	If records are	consisting of	which are	then
1	*medical logistics system	*stock record account data on magnetic cartridge and diskettes		*destroy (overwrite) when all interfaces are processed and verified.
2	medical materiel edit list	*records of transactions that were processed with invalid data as identified by specific error messages, such as the AFMLO catalog edit list, status edit list, mass issue validation list, and AFMLO load error list		*destroy when no longer needed or on assurance of correct computer processing.
3	medical materiel requirements list	mechanically prepared listings of potential requisitions		*destroy 1 month after completion and verification of requisition actions.
4	*due-in/due-outs	records of all current due-in/due-outs and related status documents	*due-in/due-out suspense list	*destroy when all annotated actions are verified.
5	*	records of items below safety level	requisition trouble list, part I	
6		records of items requiring follow-up	*requisition trouble list, part II	

TABLE 167-1. CONTINUED

R U L E	A	B		C	D
	If records are	consisting of		which are	then
7		records of items exceeding average pipeline time in transit		requisition trouble list, part III	
*					
8		*list of local purchase items in purchase order number sequence		*requisition trouble list, part IV	
9	medical materiel document register	*mechanically prepared accountable registers prescribed in	*blocks I, II, III, IV, V, VI		destroy 1 year after close of FY to which they pertain.
10	medical materiel transaction register	AFMs 67-1 and 167-230 that reflect specific property transactions	*records of transactions and balances for a specific month		
11			*controlled item register containing records of transactions and balances for substances controlled under the Comprehensive Drug Abuse Prevention and Control Act		destroy 2 years after close of FY to which they pertain.
12	medical materiel stock status report	*mechanically prepared listings of item master records showing asset data, requirements data, consumption and inventory data		*output from monthly processing	*destroy when no longer needed.
13				"as required" reports	
14	*prime substitute relationships	*mechanically prepared listings of prime to substitute item relationships and deletions			destroy when superseded.
15	medical inventory stratification report	*mechanically prepared listings of stratification of on hand and due-in assets			destroy after 1 year.

**TABLE 167-1. CONTINUED**

R U L E	A If records are	B consisting of	C which are	D then
16	reports of local purchase	mechanically prepared reports of issues of commercial items considered for stock listing		
17	medical materiel reference records	specifications, supply catalogs, publication indexes, and equipment guides		destroy when superseded or obsolete.
18	medical custodian receipt records	listings and custodian requests/receipts that reflect authorized equipment in use for each custodian account	custodian copies	destroy when superseded.
19			MEMO file copies	
20			suspense file copies	destroy when no longer needed.
21	source documents	issue/turn-in records, shipping/receiving records, property disposal turn-in records, reports of survey, statements of charges, copies of collection vouchers retained by the property officer, DOD single line release/receipt records, notice of lost or missing records, or other records which pertain to accountable type transactions and contain valid document numbers	*local purchase receiving records	*see table 177-18, rule 7 (note).
22			*purchase orders, destruction documents and related records	destroy 1 year after close of FY to which they pertain.
23		*catalog change actions, due-in/due-out reconciliation, and other documents needed to support an entry or transaction on the document register		*destroy after all actions are completed and verified.
24	excess reports	*daily excess reconciliation, excess reported list, monthly excess reconciliation, and records of their status		*destroy when superseded or after all excess actions are completed.

TABLE 167-1. CONTINUED

R U L E	A If records are	B consisting of	C which are	D then
25	dated item management	*mechanically prepared listings of dated items requiring quality assurance review	*dated item reconciliation list	*destroy after all actions are completed and verified.
26			*nonrotatable dated item list, part I	
27			*nonrotatable dated item list, part II	*destroy when superseded.
28	standard medical materiel inventories	*manual forms associated with supply inventory used to record inventory balances		destroy 2 years after close of FY to which they pertain.
29		*physical inventory count list, physical inventory balance register, dated item inventory list, inventory accuracy analysis		
30		*base inventory adjustment document and MEMO inventory adjustment document		
31	biennial inventory of controlled substances	mechanically prepared listings or manual forms used to certify inventory stock position of drugs or other substances designated by the Drug Enforcement Agency as Schedule II, III, IV, or V controlled substances		
32	record * maintenance	PUZ, SPZ, and BRR actions list, QA record catalog changes, MOV transaction list, and daily balance register		destroy after required action is completed and verified.
33	interface * with other standard mechanical systems	mechanically prepared listings of information to be transferred by magnetic media to other operating systems (ADRSS/BCAS/MMAS)	AUTODIN transaction list and local purchase interface list	destroy after interface is verified.

**TABLE 167-1. CONTINUED**

R U L E	A	B		C	D
	If records are	consisting of		which are	then
34 *				finance transaction list	destroy 3 months after "as of" date.
35 *	War Reserve Materiel (WRM) Management	mechanically prepared listings to assist in the management of WRM	QA receipt list, QA inspection list, QA record catalog changes, WRM validation list, residue balance list, out-shipment list, etc.		destroy after actions are completed and verified.
36 *		procurement fund summary record, dated item budget requirement report, extended expiration date list			destroy when superseded.
37		*mechanically prepared listings of WRM projects and their levels	*WRM stock status work list		destroy when no longer needed.
38			*WRM stock status report		destroy upon receipt of annually validated list.
39		mechanically prepared listings of WRM projects showing overages and shortages	*WRM readiness list		*destroy when superseded or no longer needed.
40	financial reports	*base medical inventory management report, BMSO/BAFO financial reconciliation, MEMO/BAFO financial reconciliation, medical materiel management report, trial balance, operating statements, special reports, and other similar reports			destroy 1 year after close of FY to which they pertain.
41 *		cost center master list, project fund management report, and cost center delete/error list			destroy when superseded.



TABLE 167-1. CONTINUED

R U L E	A	B	C	D
	If records are	consisting of	which are	then
42	using activity (cost center) property	registers and files including custody receipts, property issue and turn-in records, and other records reflecting transactions during the month		destroy after 1 year.
43		temporary issue receipts used as temporary custody receipts		destroy or return to individual on return of property.
44	medical materiel systems trouble reports	*forms and related correspondence, e.g. messages, Systems Change Release Document (AF Form 636), etc.		destroy after 1 year.
45	medical equipment management reports	machine listings, supply support reports, and similar type reports relating to equipment control, identification, redistribution, changes, accounting, monetary obligations, surveillance, etc.	*reports of medical and nonmedical in-use equipment	destroy after 1 year, or when no longer needed, whichever is later.
46			*index number change list, index number control list	*destroy when superseded or no longer needed.
47	custodian account files	individual files of personnel authorized to receipt for supplies and property, containing current and non-current specimen signatures, name, grade, and cost center of custodian, and waivers granted for use of stamps when numerous repetitive signatures are required		destroy 1 year after being superseded or obsolete.

**TABLE 167-1. CONTINUED**

R U L E	A If record are	B consisting of	C which are	D then
48	medical equipment maintenance	work order registers		destroy after 1 year.
49		*mechanically prepared list- ings pertaining to scheduling of the work load		destroy when no longer needed.
50		machine listings of bench stock balances and other listings used for spare parts management		destroy on receipt of new listings for a valid processing cycle.
51		equipment historical maintenance files	*for items not trans- ferred	destroy on receipt of new report.
52			for items trans- ferred	destroy after 3 months.
53		*maintenance source list		destroy when superseded.
54 *		mechanically prepared listings that reflect work accomplished against equipment requiring maintenance	scheduled	destroy 2 years after "as of" date.
55 *			unsched- uled	destroy when no longer have equipment.
56 *	local recurring listings and reports		not covered elsewhere in this table	destroy when superseded or no longer needed.

**\*NOTE:** Transfer to base records staging area 1 year after the close of the FY to which they pertain. Accounting and Finance then takes custody of these local purchase receiving records, considering them as financial records of the basis for disbursement of funds.