

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

LEAVE BLANK

JOB NO. **N1-AFU-90-30**

DATE RECEIVED **2/26/90**

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 INFORMATION MANAGEMENT**

3. MINOR SUBDIVISION  
**RECORDS MANAGEMENT POLICY BRANCH**

4. NAME OF PERSON WITH WHOM TO CONFER

5. TELEPHONE EXT.

DATE

NOTIFICATION TO AGENCY

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disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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

ARCHIVIST OF THE UNITED STATES

**Pierre J. Jost**

**694-3527**

**2/21/90**



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 THREE 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

C. SIGNATURE OF AGENCY REPRESENTATIVE

D. TITLE  
**GRACE T. ROWE, Chief, Rcds Mgt  
Policy Branch  
Directorate of Information Mgt**

**22 FEB 1990**

*Grace T Rowe*

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 GRS OR SUPERSEDED JOB CITATION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)

**EQUIPMENT MANAGEMENT SYSTEM  
(TABLE 67-11, RULES 40 AND 41)  
(APPLICABLE AIR FORCE-WIDE)**

1 In our regulation on the disposition of Air Force records we have six different rules for the disposition of the Equipment Custodian Files. Our people in the field complained to us that it is difficult to set up their files since we have various rules of different segments of the file. They suggested that we consolidate the six rules into one with a disposition of "destroy when superseded or no longer needed." We contacted the office responsible for the creation and maintenance of these records and they recommended that we consolidate the present rules 40 and 43 into a new rule 40. Likewise, rules 41, 44, 45 and 46 will become rule 41. The present rule 42 will stay as is.

Request you approve this rule.

TABLE 67-11

 TITLE OF TABLE  
 EQUIPMENT MANAGEMENT SYSTEM

R U L E	A If the records are or pertain to	B consisting of	C which are	D then
*40	equipment custodian file	Custodian Authorization/ Custody Receipt Listing (CA/CRL); weapons serial number listing; copies of approved custodian requests for equipment, receipts and other records which affect the CA/CRL balance and daily document register (DO4)	custodian copies	destroy superseded material once updated CA/CRL and/or weapons serial number listings have been received, examined and all outstanding actions have been verified as complete.
*41		custodian request log; information file on office machines; temporary issue receipts; requests for purchase; warranty/guarantee records; adjustment records; records pertaining to inventory actions, that is, government property lost or damaged (GPLD) and reports of survey, etc; records relating to the request to base supply activities for training equipment, notification of action taken on		destroy when all outstanding actions are complete and records are no longer needed.

request, and return of equipment to base supply activities including issue/turn-in slips and related correspondence; approved copies of request for office furniture which require approval by the unit commander