

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 INFORMATION MANAGEMENT**

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

4. NAME OF PERSON WITH WHOM TO CONFER

Pierre J. Jost

5. TELEPHONE EXT.

694-3527

JOB NO.

N1-AFU-91-22

DATE RECEIVED

3-11-91

NOTIFICATION TO AGENCY

In accordance with the provisions of 44 U.S.C. 3305a 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disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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.

DATE

6/6/91

ARCHIVIST OF THE UNITED STATES

James W. Moore

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 ONE 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

5 MAR 1991

C. SIGNATURE OF AGENCY REPRESENTATIVE

Jay N. Rivest

D. Title

JAY N. RIVEST, Rcds Mgt Policy Branch
Directorate of Information Management

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 GRS OR SUPERSEDED JOB CITATION	10.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	<p>SUPPLY MANAGEMENT RECORDS (TABLE 67-1, RULE 8.1) (APPLICABLE AIR FORCE-WIDE)</p> <p>We want to change the disposition of the mission capability (MICAP) checklists from "destroy after 3 months after completion or 3 months after requirement has been satisfied per AFM 67-1" to "destroy when requirement is satisfied unless otherwise directed by the local Chief of Supply". The reason for this change is that in mid-87 the policy was changed to delete the requirement to maintain a completed file. This was predicated upon the creation of a MICAP record in the standard base-level computer. Since some bases still wanted to maintain a hard-copy vice a computer record, the policy in the prescribing directive was that once the open MICAP condition was closed the checklist could be destroyed unless otherwise directed by the local Chief of Supply.</p> <p>Request you approve this change.</p> <p><i>Copies sent to agency, 6/11/91</i></p>		

TABLE 67-1
SUPPLY MANAGEMENT RECORDS

R U L E	A	B	C	D
	If the records are or pertain to	consisting of	which are	then
1	safekeeping of military property	forms required by law for bonding private or civil corporations, institutions, or like concerns which possess government supplies and equipment		return to originator in exchange for new valid bond or on settlement of property accounts.
2	SAC supply system management	SAC forms	at SAC supply support of maintenance activities	destroy after 1 year.
3	aircraft distribution and assignment control	project files of HQ USAF aircraft delivery and modification instructions and amendments, AFLC aircraft assignment directives, and related documents		destroy 1 year after project is completed.
4		correspondence, messages, and other records related to receipt, assignment, transfer, and disposal of aircraft assigned to MAJCOMs		destroy after 1 year.
5		locator cards for each aircraft assigned to a MAJCOM		destroy 3 months after transfer of aircraft from command jurisdiction, or on receipt of disposal termination authority, whichever is sooner.
6	mission capability (MICAP) summary listings	daily summaries	at Air Logistics Centers	destroy after 1 month.
6.1			at other than Air Logistics Centers	destroy 90 days after creation.
7		monthly summaries and other listings produced from specific card decks		destroy after 6 months.
8	card decks	destroy immediately after all necessary summaries and listings have been printed and verified.		destroy 3 months after completion or 3 months after requirement has been satisfied per AFM 67-1.
8.1	mission capability checklists	MICAP checklists used to validate that no assets are available for use to satisfy priority requirements		
9	initial spares support lists	monthly summaries, card decks and related data	applicable to all records except those under rule 9.1	destroy 60 days after report is superseded.
9.1		monthly summaries, card decks and related data applicable to ISSLS loaded for weapon systems supported at individual bases		destroy after the directing MAJCOM determines that applicable ISSL levels should be deleted.
10	munitions supply reconciliations	reconciliation reports of munitions based on air munitions serviceability and location records, required by AFR 66-1		destroy 1 year after reconciliation.

TABLE 67-2
DUE-IN ASSET MANAGEMENT AND CONTROL RECORDS (see note)

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	destroy 3 months after final payment of contract.