

REQUEST FOR RECORDS DISPOSITION AUTHORITY <i>(See Instructions on reverse)</i>		LEAVE BLANK	
TO GENERAL SERVICES ADMINISTRATION NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408		JOB NO	NI-AFU-91-28
1 FROM (Agency or establishment) DEPARTMENT OF THE AIR FORCE		DATE RECEIVED	4/26/91
2 MAJOR SUBDIVISION DIRECTORATE OF INFORMATION MANAGEMENT		NOTIFICATION TO AGENCY	
3 MINOR SUBDIVISION RECORDS MANAGEMENT POLICY BRANCH		In accordance with the provisions of 44 USC 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disposal request including amendments is approved except for items that may be marked 'disposition not approved' or 'withdrawn' in column 10.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.	
4 NAME OF PERSON WITH WHOM TO CONFER Pierre J. Jost	5 TELEPHONE EXT 694-3527	DATE	8/15/91
6 CERTIFICATE OF AGENCY REPRESENTATIVE		ARCHIVIST OF THE UNITED STATES <i>Claudia Greene</i>	

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 TWO 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 15 APR 1991	C SIGNATURE OF AGENCY REPRESENTATIVE <i>Grace T. Rowe</i>	D TITLE GRACE T. ROWE, Chief, Rcds Mgt Policy Branch Directorate of Information Mgt
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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	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN 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>
1	<p>TABLE OF ALLOWANCE/AUTHORIZATION RECORDS (TABLE 67-5, RULES 4 AND 11) (APPLICABLE AIR FORCE-WIDE)</p> <p>Our office of primary responsibility for the "ALLOWANCE/AUTHORIZATION CHANGE REQUESTS AND CUSTODIAN REQUEST/RECEIPT" records wants to revert back to the original disposition instructions for the approved and disapproved copies. (See attached table format).</p> <p>Justification: New policy on the management of Custodian Authorization/Custodian Receipt List (CA/CRL) has extended the interval between CA/CRL production and certification. CA/CRLs are now produced on a change of custodian, or when required by management. The maintenance of all locally approved AF Forms 601 by the Equipment Management Section for such lengthy periods is not considered to be cost effective, nor does it contribute to base equipment management.</p> <p>Request you approve these changes.</p>		

Copies sent to agency 8/21/91

TABLE 67-5

TITLE OF TABLE
TABLE OF ALLOWANCE/AUTHORIZATION RECORDS

R U L E	A If the records are or pertain to	B consisting of	C which are	D then
* 4	allowance/authori- zation change requests and custodian request/ receipt	approved copies which are within established allowance and approval authority is wing level or lower, do not require approval under temporary authority, miscel- laneous allowance source codes specified in section a, AFR 0-10, do not recommend changes to allowance docu- ments, and copies used for other than requesting changes in authorizations	at Equipment Manage- ment Section, Base Supply	destroy after noti- fying the custodian and all processing actions are com- plete.
5 thru 10	NO CHANGE	NO CHANGE	NO CHANGE	NO CHANGE
*11	allowance/authori- zation change requests and custodian request/ receipt	disapproved copies	at Equipment Manage- ment Section, Base Supply	destroy after noti- fying the custodian and all processing actions are com- plete.