

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

LEAVE BLANK

JOB NO. **N1-AFU-91-30**

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

DATE RECEIVED  
**4-26-91**

1. FROM (Agency or establishment)  
**DEPARTMENT OF THE AIR FORCE**

NOTIFICATION TO AGENCY

2. MAJOR SUBDIVISION  
**DIRECTORATE OF INFORMATION MANAGEMENT**

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disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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

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

4. NAME OF PERSON WITH WHOM TO CONFER

5. TELEPHONE EXT. **694-3527**

DATE **8/5/91**  
ARCHIVIST OF THE UNITED STATES  
*Claudia Walker*

**Pierre J. Jost**

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 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 <b>23 APR 1991</b>	C. SIGNATURE OF AGENCY REPRESENTATIVE <i>Grace T. Rowe</i>	D. TITLE <b>GRACE T. ROWE, Chief, Rcds Mgt Policy Branch Directorate of Information Mgt</b>
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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 GRS OR SUPERSEDED JOB CITATION	10.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><b>DUE-IN ASSET MANAGEMENT AND CONTROL RECORDS (TABLE 67-2, RULES 11 &amp; 12) (APPLICABLE AIR FORCE-WIDE)</b></p> <p>We want to change the record title and the disposition of the "fixed communications and electronic supply" records to "fixed communications-computer systems supply" records and "destroy 5 years after completion of action" to "destroy 60 days after completion of action." Also we want to indicate that the records are maintained by the logistics project managers rather than kept by the servicing activity.</p>		
2	<p>Furthermore, we want to add a new rule for the same type of records maintained by the storage location project custodians.</p> <p><b>JUSTIFICATION:</b> The reason for these changes is that when the project installation is completed and accepted or cancelled, and all related supply actions have been accomplished, the responsibility of the headquarters and storage site responsible for these records terminates. Problems or inquiries after installation are the responsibility of the program managers who maintain the master project files. The 5-year retention for Rule 11 after the project completion serves no useful purpose.</p>		

PROPOSED CHANGE TABLE 67-2

RULE	IF THE RECORDS ARE OR PERTAIN TO	CONSISTING OF	WHICH ARE	THEN
11	Fixed communications-- computer systems supply	Lists of materials, supply documents and listings, and correspondence related to supply action against a C-CS project	Maintained by logistics project managers	Destroy 60 days after completion of action.
12			Maintained by storage location project custodians	Destroy upon receipt of project completion of installation instructions from HQ EID/LGP, when kit is transferred to another storage location, or when no longer needed.