

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

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JOB NO. N1-AFM-91-31

DATE RECEIVED 5-2-91

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disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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

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**

DATE  
ARCHIVIST OF THE UNITED STATES

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>26 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 GRS OR SUPERSEDED JOB CITATION	10.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>BASE STOCK RECORD ACCOUNTS (TABLE 67-4, RULES 9-10.1) (APPLICABLE AIR FORCE-WIDE)</b></p> <p>We want to change the disposition instructions of the originals of the daily and consolidated transaction registers (Rules 9 and 10) and add 2 new rules (9.1 and 10.1) to cover the copies of the records maintained by offices other than those prepared by bases operating under the Standard Base Supply System and maintained in Document Control. Rule 10 was always intended to apply to the Document Control copy, but for some unknown reason was not spelled out in a clear manner. Both rules 9 and 10 require rewording since both are misleading as to what to do in the case of "irregularities." The office of primary responsibility will clarify, in the supply manual (AFM 67-1), the appropriate actions to take. As mentioned before, Rules 9.1 and 10.1 are for copies maintained by other offices and may be destroyed after 1 year or when no longer needed, whichever is sooner.</p> <p>Request you approve these changes.</p>		

TABLE 67-4

## BASE STOCK RECORD ACCOUNTS

R U L E	A	B	C	D
	If records are	consisting of	which are	then
★9	daily transaction register	original accountable registers prescribed in AFM 67-1 that reflect specific property transactions	prepared by bases operating under the Standard Base Supply System and maintained in Document Control	destroy after 1 year or when replaced by a consolidated transaction register.
★9 .1		copies	maintained in other offices	destroy after 1 year or when no longer needed, whichever is sooner.
★10	consolidated transaction register	originals	maintained in Document Control	destroy after 1 year.
★10 .1		copies	maintained in other offices	destroy after 1 year or when no longer needed, whichever is sooner.