REQUEST & AUTHORITY
TO DISPOSE OF RECORDS
(See Instructions on Reverse)

TO GENERAL SERVICES ADMINISTRATION,
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, D.C. 20408

1 FROM (AGENCY OR ESTABLISHMENT):
DEPARTMENT OF THE AIR FORCE, HQ USAF
2 MAJOR SUBDIVISION
DIRECTORATE OF ADMINISTRATION
3 MINOR SUBDIVISION
DOCUMENTATION SYSTEMS DIVISION

4 NAME OF PERSON WITH WHOM TO CONFER
Mr. E. F. Villiard
5 TEL EXT
11-29239
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 ___ page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified.

20 MAR 72
Herbert G. Geiger
(Documentation Systems Division Director of Administration)

7 ITEM NO
8 DESCRIPTION OF ITEM
(With Inclusive Dates or Retention Periods)
9 SAMPLE OR JOB NO
10 ACTION TAKEN

1 QUALITY ASSURANCE (74-3)
(Applicable Air Force-wide)

This new table will provide for the orderly maintenance and disposal of quality assurance stamps used in management of the Air Force Quality Assurance program. These stamps represent the signature of the Quality Assurance Inspector who validates inspection of engineering and programs products to insure they meet established standards, achieve system test parameters, verify scheme narratives, and insure condition of products installed, removed, serviced, reclaimed or manufactured is as stated and that status described by attached tags and labels is accurate. The retention periods proposed are considered adequate. A copy of proposed table is attached.

(Submission of this request to GAO is not contemplated nor considered necessary.)

STANDARD FORM 115
Revised November 1970
Prescribed by General Services Administration
FPMR (41 CFR) 101-11.4
115-105
<table>
<thead>
<tr>
<th>RULE</th>
<th>A</th>
<th>B</th>
<th>C</th>
<th>D</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Quality Assurance (QA) stamp documentation</td>
<td></td>
<td>documentation pertinent to requests for stamps from, and turn in of stamps to, the parent QA office, including letters of transmittal and acknowledgment of receipt</td>
<td></td>
<td>destroy 3 years after return of related stamps to parent QA office.</td>
</tr>
<tr>
<td>2</td>
<td></td>
<td>documentation pertinent to the issuance of a stamp to an individual and to subsequent loss or turn-in.</td>
<td></td>
<td>destroy 3 years after final turn in of stamp by individual.</td>
</tr>
<tr>
<td>3</td>
<td></td>
<td>semi-annual certification of accountability.</td>
<td></td>
<td>destroy after succeeding inventory and certification of accountability.</td>
</tr>
<tr>
<td>4</td>
<td></td>
<td>perpetual inventory of stamps, including the type, stamp number, date of issue, and unit or individual's name.</td>
<td></td>
<td>destroy when superseded or obsolete.</td>
</tr>
<tr>
<td>5</td>
<td></td>
<td>unissued stamps</td>
<td></td>
<td>destroy when unserviceable or when no longer needed as applicable.</td>
</tr>
<tr>
<td>6</td>
<td></td>
<td>all other organizations.</td>
<td></td>
<td>forward to parent QA office when unserviceable or no longer required.</td>
</tr>
</tbody>
</table>