

**REQUEST FOR AUTHORITY  
TO DISPOSE OF RECORDS**

(See Instructions on Reverse)

*J. Phillips*  
TO: **GENERAL SERVICES ADMINISTRATION,  
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, D.C. 20408**

1. FROM (AGENCY OR ESTABLISHMENT)  
**DEPARTMENT OF THE AIR FORCE**

2. MAJOR SUBDIVISION  
**DIRECTORATE OF ADMINISTRATION**

3. MINOR SUBDIVISION  
**DOCUMENTATION SYSTEMS DIVISION**

4. NAME OF PERSON WITH WHOM TO CONFER  
**Mr. C. J. Phillips**

5. TEL. EXT.  
**11-29209**

6. CERTIFICATE OF AGENCY REPRESENTATIVE:

LEAVE BLANK	
DATE RECEIVED <b>APR 5 1974</b> <b>NC 174-201</b>	JOB NO. <b>174-201</b>
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 stamped "disposal not approved" or "with-drawn" in column 10.	
<b>4-25-74</b> Date	<i>James B. Rhoads</i> Archivist of the United States

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 1 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified.

**HERBERT G. GEIGER, Chief  
Documentation Systems Division  
Directorate of Administration**

**4 APR 1974**

*Herbert G. Geiger*

(Date)

(Signature of Agency Representative)

(Title)

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	<p><b>C-E PROGRAM IMPLEMENTATION RECORDS (T100-3)</b></p> <p>The purpose of this submission is to establish disposition criteria for documentation relating to forecast of contract services fund requirements reports; contract services fund requests with copies of related purchase requests, contracts, and other documentation; and fund request cancellations.</p> <p>Records document the projected quarterly contract services requirements by workload identification and document the individual contract services fund request and approval which authorizes expenditures of funds, and cancellation of requirements. Overall they are used to present financial summaries by major C-E-M programs, for briefings and operating budget revisions, for compliance with priority systems invoked by HQ USAF during periods of acute fund shortages, for management of contract funds, for identification of expedited programs, and they document the installation of facilities through contractor services.</p>		

*Copy sent to agency 4/29/74 CJ.*

TABLE: 100-3

C-E PROGRAM IMPLEMENTATION RECORDS

R U L E	A	B	C	D
	IF DOCUMENTS ARE OR PERTAIN TO	CONSISTING OF	WHICH ARE	THEN
8 *	contract services funding records	fund forecast reports; individual fund requests with purchase requests and other related documentation; and fund cancellation requests	fund forecast reports	destroy after one year
9 *			approved individual fund requests & related documentation	destroy two years after acceptance of the installation
10 *			disapproved individual fund requests and related documentation	destroy after one year

OFFICIAL

100. **Communications—Electronics Activities.** These tables cover documentation pertaining to the policies, procedures, and standards for overall direction and planning of C-E systems, including radio frequencies, communications security and cryptographic equipment, management of aircraft and missile control and warning ground environment, navigational and air traffic control ground environment, and electronic warfare equipment (air and ground). They also cover development of command control and communications systems in support of AF operational requirements, and staff supervision and/or technical direction over the communications security/cryptographic matters and the AF Military Affiliate Radio System.

TABLE 100-1				
FREQUENCY MANAGEMENT RECORDS				
R U L E	A	B	C	D
	If documents are or pertain to	consisting of	which are	then
1	radio frequencies	semiannual listings of radio frequency authorizations (RFAs) and JFP assignment messages	HQ USAF and MAJCOMs	destroy when superseded or cancelled.
1.1			major subordinate commands and C-E stations	transfer to gaining command on transfer of C-E station or destroy when superseded or cancelled.
2		interim (temporary) assignment notification forms and assignment messages	HQ USAF and MAJCOMs	destroy when purpose has been served.
2.1			major subordinate commands and C-E stations	transfer to gaining command on transfer of C-E station or destroy when purpose has been served.
3		★ data relating to activation and deletions, and requests therefor, and to proposals, interference and engineering		destroy when purpose has been served.
4	[RESERVED]			

10-333

GENERAL RECORDS SCHEDULE 3

Agencies may enter into "indefinite quantity" or "open end" contracts as a means of contracting for total requirements of items of supply, equipment, and material on a long-term basis. These contracts may also be referred to as "running" or "requirement" contracts. The files on these long-term contracts, as well as individual files representing procurement transactions under these contracts, are disposable under the standards in this item.

Item 5. These reports cover the phases of supply management, such as procurement planning and control, workload reporting and work measurement, as used in procurement staffing work, and in reporting to Federal staff agencies. The period of time specified is sufficient to satisfy internal agency needs for the information contained in these reports.

Item 6. The unsuccessful bids are retained for a period sufficient to serve needs of the contracting agency and other interested Federal units.

Item 7. These are case files on printing and binding jobs performed by the Government Printing Office. The files, comprising originating papers, agreements, and all related correspondence are normally maintained in the service organization involved in the printing and publication function. The period specified is sufficient to safeguard agency administrative needs arising from fiscal adjustments with the Government Printing Office, or from audit of the related accounts.

Item 8. These are requisitions for routine agency services. They are of minor value after the services have been performed.

Item 9. These are routine internal requisitions originated by operating units and filled from agency or Federal Supply Service inventories. They do not directly result in procurement action. The period provided is sufficient for local administrative needs and for posting to stock records.

Item 10. Inventory records, maintained to provide replenishment, stock control, and property maintenance data, are normally of administrative value as long as the individual inventory items involved are in stock or in current use. The periods provided are sufficient to allow for administrative and management uses, including those involving the property accounting audit responsibilities of the General Accounting Office, and the reconciliation with cost and control accounts. Papers primarily created to serve as posting media to inventory records, such as reports of survey resulting in the writing off or abandonment of property other than by sale or salvage, are held for a brief period after posting. The records covered by this item pertain to procurement management operations rather than to accounting functions. Records created during cost, stores and plant accounting operations are covered by General Records Schedule 8. The data in those records are periodically reconciled with procurement inventory records, but they are created for agency accounting purposes rather than as supply management tools.

Item 11. Toll slips are in effect invoices authorizing payment via public vouchers for long-distance telephone calls, and are usually filed with the related vouchers. Disposal is based on the 3-year statutory period for the settlement of disbursing accounts, plus one year for agency administrative needs.

Item 12. The Department of Labor requires (29 CFR 5.5(a)(3)) that on each construction contract the contractor each week submit certified copies of all payrolls to the contracting officer, together with an affidavit that the payrolls are correct and that the rates paid are the same as those prescribed by the Secretary of Labor (these are not the copies used by the General Accounting Office in auditing cost-plus contracts). The contractor is required to preserve his payrolls for three years after the work is completed and to make them available for examination. The Federal agencies to whom the payrolls are submitted are also required (29 CFR 5.6(d)) to preserve the payrolls for three years. With relatively small contracts the payrolls in volume, constitute at least half of each contract file; in larger contracts, the volume is proportionately greater. The primary purpose of preservation of payrolls is for enforcement. Generally after the three-year period has passed the payrolls would be of little value if no enforcement action had taken place during such period. In cases where contractors' payrolls and related papers are being used in an enforcement case or where remedial action is pending at the end of the three-year period they should be retained.

Item 13. These files pertain to the Government's exemption from the payment of certain locally levied taxes on goods and services. The Federal purchaser pays these local taxes at the time a purchase is made, at the same time having the seller certify as to the amount and kind of tax paid. This tax exemption certificate, executed by the purchaser, is then used by the agency primarily to bill the State or local body involved for refund of the taxes paid. If the agency is unable to collect the bill, it is normally forwarded to the General Accounting Office for action. When collection is made, the refunded taxes are recorded in agency accounts, memorandum copies of which are provided for in item 1, General Records Schedule 6. The certificates are retained as long as the agency accounts which they support.

GENERAL RECORDS SCHEDULE 3

<u>ITEM NO.</u>	<u>DESCRIPTION OF RECORDS</u>	<u>RECOMMENDED METHOD OF FILING</u>	<u>AUTHORIZED DISPOSITION</u>
5.	Files of reports on supply requirements and procurement matters submitted for supply management purposes (other than those incorporated in case files or other files of a general nature), exclusive of Department of Defense Reports reflecting procurement under exemptions authorized under Section 201(a) of the Federal Property and Administrative Services Act of 1949 (40 U.S.C. 481).		
a.	Copies received from other units for internal purposes or for transmission to staff agencies.	By report and chronologically thereunder.	Dispose after 2 years.
b.	Copies in other reporting units, and related work papers.	By report and chronologically thereunder.	Dispose after 1 year.
6.	Bid files.		
a.	Successful bids.	One copy of each bid with procurement file (item 4).	Dispose in accordance with provision for item 4.
b.	Unsuccessful bids.	One copy of each bid with procurement file (item 4).	Dispose in accordance with provision for item 4.
c.	Lists or cards of acceptable bidders.	Alphabetically by stock item or by name of bidder.	Dispose when new list or card is made.
7.	Records relating to requisitions on the Public Printer, and all supporting papers.		
a.	Printing procurement unit copy of requisition, invoice, specifications, and related papers.	By requisition number.	Dispose 4 years after completion or cancellation of requisition.
b.	Accounting copy of requisition, Government Printing Office invoice, transfer of funds voucher, and receiving report.	Attach to related vouchers.	Dispose 4 years after period covered by related account.
8.	Requisitions for nonpersonal services, such as duplicating, laundry, binding, and other services (excluding records associated with accountable officers' accounts (Schedule 6)).	By requisition number.	Dispose after 1 year.

Chairman to the Federal Maritime Board and the Chairman thereof, such Board having been created by that Plan as an agency within the Department of Commerce with an independent status in some respects, and transferred the remainder of that Commission's functions and the functions of its Chairman to the Secretary of Commerce, with power vested in the Secretary to authorize their performance by the Maritime Administrator, the head of the Maritime Administration, which likewise was established by the Plan in the Department of Commerce with the provision that the chairman of said Federal Maritime Board should, ex officio, be that Administrator.

#### ABOLISHMENT OF MUNITIONS BOARD AND TRANSFER OF FUNCTIONS

The Munitions Board, together with the Office of Chairman, was abolished and the Board's functions transferred to the Secretary of Defense by 1953 Reorg. Plan No. 6, eff. June 30, 1953, 18 F. R. 3743, set out in the Appendix to Title 5.

#### ARCHITECT OF THE CAPITOL

The Legislative Branch Appropriation Acts, acts June 13, 1945, ch. 189, § 1, 59 Stat. 252; July 1, 1946, ch. 530, § 101, 60 Stat. 401; July 17, 1947, ch. 262, § 101, 61 Stat. 370; June 14, 1948, ch. 467, § 101, 62 Stat. 431; June 22, 1949, ch. 235, § 101, 63 Stat. 225, provided in part that appropriations under the control of the Architect could be expended without reference to former section 7 of Title 41, Public Contracts. Similar provisions have been carried in prior Legislative Branch Appropriation Acts.

#### SECTION REFERRED TO IN OTHER SECTIONS

This section is referred to in sections 752, 759 of this title and in title 10 section 7308; title 41 section 252.

#### § 475. Appropriations; fund transfer authority.

(a) There are authorized to be appropriated such sums as may be necessary to carry out the provisions of this Act, including payment in advance, when authorized by the Administrator, for library memberships in societies whose publications are available to members only, or to members at a price lower than that charged to the general public.

(b) When authorized by the Director of the Office of Management and Budget, any Federal agency may use, for the disposition of property under this Act, and for its care and handling pending such disposition, any funds heretofore or hereafter appropriated, allocated, or available to it for purposes similar to those provided for in sections 481, 483, 484, and 486 of this title. (June 30, 1949, ch. 288, title VI, § 603, formerly title V, § 503, 63 Stat. 403, renumbered and amended Sept. 5, 1950, ch. 849, §§ 6 (a), (b), 7 (g), 64 Stat. 583, 590.)

#### REFERENCES IN TEXT

This Act, referred to in text, is act June 30, 1949, ch. 288, 63 Stat. 378. Titles I-IV and VI thereof are classified to this chapter and chapter 16 of this title, and chapter 4 of Title 41, Public Contracts. Title V thereof was classified to former chapter 11 of Title 44, Public Printing and Documents, but was repealed by Pub. L. 90-620, § 3, Oct. 22, 1968, 82 Stat. 1309. The subject matter of such former title V is now covered by chapters 21, 25, 27, 29, and 31 of Title 44.

#### AMENDMENTS

1950—Subsec. (a). Act Sept. 5, 1950, § 7(g), added "including payment \* \* \* general public".

#### CHANGE OF NAME

The Bureau of the Budget was designated the Office of Management and Budget and the offices of Director of the Bureau of the Budget, Deputy Director of the Bureau of the Budget, and Assistant Directors of the Bureau of the Budget were designated Director of the Office of Management and Budget, Deputy Director of

the Office of Management and Budget, and Assistant Directors of the Office of Management and Budget, respectively, by Reorg. Plan No. 2 of 1970, eff. July 1, 1970, 35 F.R. 7959, 84 Stat.—, set out in the Appendix to Title 5, Government Organization and Employees, which also transferred all records, property, personnel, and funds of the Bureau to the Office of Management and Budget.

#### EFFECTIVE DATE

Section effective July 1, 1949, see note set out under section 471 of this title.

#### SECTION REFERRED TO IN OTHER SECTIONS

This section is referred to in section 752 of this title.

#### SUBCHAPTER II.—PROPERTY MANAGEMENT

##### SUBCHAPTER REFERRED TO IN OTHER SECTIONS

This subchapter is referred to in section 513 of this title.

#### § 481. Procurement, warehousing, and related activities.

(a) The Administrator shall, in respect of executive agencies, and to the extent that he determines that so doing is advantageous to the Government in terms of economy, efficiency, or service, and with due regard to the program activities of the agencies concerned—

(1) prescribe policies and methods of procurement and supply of personal property and non-personal services, including related functions such as contracting, inspection, storage, issue, property identification and classification, transportation and traffic management, management of public utility services, and repairing and converting; and

(2) operate, and, after consultation with the executive agencies affected, consolidate, take over, or arrange for the operation by any executive agency of warehouses, supply centers, repair shops, fuel yards, and other similar facilities; and

(3) procure and supply personal property and nonpersonal services for the use of executive agencies in the proper discharge of their responsibilities, and perform functions related to procurement and supply such as those mentioned above in subparagraph (1) of this subsection: *Provided*, That contracts for public utility services may be made for periods not exceeding ten years; and

(4) with respect to transportation and other public utility services for the use of executive agencies, represent such agencies in negotiations with carriers and other public utilities and in proceedings involving carriers or other public utilities before Federal and State regulatory bodies;

*Provided*, That the Secretary of Defense may from time to time, and unless the President shall otherwise direct, exempt the National Military Establishment from action taken or which may be taken by the Administrator under clauses (1)—(4) of this subsection whenever he determines such exemption to be in the best interests of national security.

(b) The Administrator shall as far as practicable provide any of the services specified in subsection (a) of this section to any other Federal agency, mixed ownership corporation (as defined in the Government Corporation Control Act), or the District of Columbia, upon its request.

(c) In acquiring personal property, any executive agency, under regulations to be prescribed by the

Administrator, may exchange or sell similar items and may apply the exchange allowance or proceeds of sale in such cases in whole or in part payment for the property acquired: *Provided*, That any transaction carried out under the authority of this subsection shall be evidenced in writing.

(d) In conformity with policies prescribed by the Administrator under subsection (a) of this section, any executive agency may utilize the services, work, materials, and equipment of any other executive agency, with the consent of such other executive agency, for the inspection of personal property incident to the procurement thereof, and notwithstanding section 628 of Title 31 or any other provision of law such other executive agency may furnish such services, work, materials, and equipment for that purpose without reimbursement or transfer of funds.

(e) Whenever the head of any executive agency determines that the remaining storage or shelf life of any medical materials or medical supplies held by such agency for national emergency purposes is of too short duration to justify their continued retention for such purposes and that their transfer or disposal would be in the interest of the United States, such materials or supplies shall be considered for the purposes of section 483 of this title to be excess property. In accordance with the regulations of the Administrator, such excess materials or supplies may thereupon be transferred to or exchanged with any other Federal agency for other medical materials or supplies. Any proceeds derived from such transfers may be credited to the current applicable appropriation or fund of the transferor agency and shall be available only for the purchase of medical materials or supplies to be held for national emergency purposes. If such materials or supplies are not transferred to or exchanged with any other Federal agency, they shall be disposed of as surplus property. To the greatest extent practicable, the head of the executive agency holding such medical materials or supplies shall make the determination provided for in the first sentence of this subsection at such times as to insure that such medical materials or medical supplies can be transferred or otherwise disposed of in sufficient time to permit their use before their shelf life expires and they are rendered unfit for human use. (June 30, 1949, ch. 288, title II, § 201, 63 Stat. 383; Aug. 10, 1949, ch. 412, § 12 (a), 63 Stat. 591; Sept. 5, 1950, ch. 849, § 8 (b), 64 Stat. 591; Aug. 27, 1958, Pub. L. 85-781, 72 Stat. 936; Sept. 26, 1970, Pub. L. 91-426, § 1, 84 Stat. 883.)

#### REFERENCES IN TEXT

The Government Corporation Control Act, referred to in subsec. (b), is classified to sections 841-869 of Title 31, Money and Finance.

#### AMENDMENTS

1970—Subsec. (e). Pub. L. 91-426 added subsec. (e).  
1958—Subsec. (d). Pub. L. 85-781 added subsec. (d).  
1950—Subsec. (b). Act Sept. 5, 1950, struck out "or the Senate or the House of Representatives" following "District of Columbia".

#### CHANGE OF NAME

The National Military Establishment was changed to the Department of Defense by act Aug. 10, 1949, ch. 412, § 12(a), 63 Stat. 591.

#### EFFECTIVE DATE

Section effective July 1, 1949, see note set out under section 471 of this title.

#### CROSS REFERENCES

Laws not applicable to contracts, see section 260 of Title 41, Public Contracts.

#### SECTION REFERRED TO IN OTHER SECTIONS

This section is referred to in sections 474, 475, 752, 755, 756, 759 of this title; title 10 section 2381; title 22 section 2674; title 50 section 491.

#### § 482. Clarification of status of Architect of the Capitol under this chapter.

The term "the Senate and the House of Representatives", as used in the Federal Property and Administrative Services Act of 1949, shall be construed to include the Architect of the Capitol and any activities under his direction, and any of the services authorized by said Act shall (as far as practicable) be made available to the Architect of the Capitol, upon his request. (Oct. 26, 1949, ch. 737, 63 Stat. 920.)

#### REFERENCES IN TEXT

The Federal Property and Administrative Services Act, referred to in text, is act June 30, 1949, ch. 288, 63 Stat. 378. Titles I-IV and VI-VIII thereof are classified to this chapter and chapter 16 of this title, and chapter 4 of Title 41, Public Contracts. Title V thereof was classified to former chapter 11 of Title 44, Public Printing and Documents, but was repealed by Pub. L. 90-620, § 3, Oct. 22, 1968, 82 Stat. 1309. The subject matter of such former title V is now covered by chapters 21, 25, 27, 29, and 31 of Title 44.

#### CODIFICATION

Section was not enacted as a part of the Federal Property and Administrative Services Act of 1949.

#### § 483. Property utilization.

##### (a) Policies and methods.

In order to minimize expenditures for property, the Administrator shall prescribe policies and methods to promote the maximum utilization of excess property by executive agencies, and he shall provide for the transfer of excess property among Federal agencies and to the organizations specified in section 756(f) of this title. The Administrator, with the approval of the Director of the Office of Management and Budget, shall prescribe the extent of reimbursement for such transfers of excess property: *Provided*, That reimbursement shall be required of the fair value, as determined by the Administrator, of any excess property transferred whenever net proceeds are requested pursuant to section 485(c) of this title or whenever either the transferor or the transferee agency (or the organizational unit affected) is subject to the Government Corporation Control Act or is an organization specified in section 756(f) of this title; and that excess property determined by the Administrator to be suitable for distribution through the supply centers of the General Services Administration shall be retransferred as prices fixed by the Administrator with due regard to prices established in accordance with section 756(b) of this title.

##### (b) Duties of executive agencies.

Each executive agency shall (1) maintain adequate inventory controls and accountability systems for the property under its control, (2) continuously survey property under its control to determine which