

**REQUEST FOR AUTHORITY
TO DISPOSE OF RECORDS**

(See Instructions on Reverse)

litum

AFU

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

LEAVE BLANK	
DATE RECEIVED NOV 22 1974	JOB NO NC - AFU - 75 - 20
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	
12-2-74 (Date)	<i>James B. Rhoads</i> Archivist of the United States

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. R. J. Norman

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

20 NOV 1974

Herbert G. Geiger

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

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
1	SUPPLY MANAGEMENT RECORDS (67-1) (Applicable Air Force-Wide) Daily Summaries of Not Operationally Ready Supply (NORS) Listings. The attached changes to AFM 12-50, table 67-1, rule 6, are to reduce the retention period of daily summaries of NORS listings from 6 months to 1 month at Air Logistics Centers of the Air Force Logistics Command, and 3 months at base level Air Force-wide. NORS listings provide an audit trail of all reportable NORS incidents, NORS related cannibalizations, and war reserve materiel withdrawals to satisfy or preclude NORS incidents. Listings are also utilized to obtain data required to respond to AF Logistics Command interrogations which require the preparation and submission of NORS cards for past incidents. The daily NORS listings at base level are not replaced by consolidated monthly summaries. Therefore, once destroyed, no other record of NORS related report data is available. Retention of daily listings for 3 months at base level would enable bases to respond to these interrogations on a timely basis. Response requires recreation of punch cards with exact data elements reported on the original NORS report. On the other hand, the daily listings at the Air Logistics Centers only have a value for 30 days to provide management with data for use in determining required actions to satisfy NORS conditions. (Submission of this proposal to GAO is not contemplated nor considered necessary)	NN-170-33 67-1-6	

Copy to Agency 12/9/74