

**REQUEST FOR AUTHORITY
TO DISPOSE OF RECORDS**

(See Instructions on Reverse)

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

AFU

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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

67. Supply. These tables cover documentation resulting from the management and control of supply operations. They include requisitioning, receiving, issuing, inventory management, property accounting, stock control, and related matters.

TABLE 67-1

SUPPLY MANAGEMENT RECORDS

R U B E	A	B	C	D
	If documents are or pertain to	consisting of	which are	then
1	safekeeping of military property	forms	required by law for bonding private or civil corporations, institutions, or like concerns which possess Government supplies and equipment	return to originator in exchange for new valid bond or on settlement of property accounts.
2	SAC supply system management	SAC forms	at SAC supply support of maintenance activities	destroy after 1 year.
3	aircraft distribution and assignment control	project files	HQ/USAF aircraft delivery and modification instructions and amendments, AFLC aircraft assignment directives, and related documents	destroy 1 year after project action is completed.
4		correspondence, messages, and other documents	related to receipt, assignment, transfer, and disposal of aircraft assigned to MAJCOMs	destroy after 1 year.
5		locator cards	for each aircraft assigned to a MAJCOM	destroy 3 months after transfer of aircraft from command jurisdiction, or on receipt of disposal termination authority, whichever is sooner.
6	not operationally ready supply (NORS) summary listings	daily summaries	*at Air Logistics Centers	destroy after 1 month.
6.1			*at other than Air Logistics Centers	destroy after 3 months.
7		monthly summaries and other listings	produced from specific card decks	destroy after 6 months.
8		card decks		destroy immediately after all necessary summaries and listings have been printed and verified.
8.1	not operationally ready supply checklists	NORS checklists used to validate that no assets are available for use to satisfy priority requirements		destroy 3 months after completion or 3 months after requirement has been satisfied per AFM 67-1.
9	initial spares support lists	monthly summaries, card decks and related data		destroy 60 days after termination of report.
10	munitions supply reconciliations	reconciliation reports of munitions based on air munitions serviceability and location/records	required by AFM 66-1, volume VI	destroy 1 year after reconciliation.

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