

**REQUEST FOR AUTHORITY
TO DISPOSE OF RECORDS**

(See Instructions on Reverse)

AFU

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

1. FROM (AGENCY OR ESTABLISHMENT)
DEPARTMENT OF THE AIR FORCE, HEADQUARTERS 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:

LEAVE BLANK	
DATE RECEIVED MAR 14 1975	JOB NO. NC-AFU-75-57
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.	
3-25-75 (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 2 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified.

12 MAR 1975

Herbert G. Geiger
(Signature of Agency Representative)

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

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	<p>TABLE OF ALLOWANCE/AUTHORIZATION RECORDS (67-5)</p> <p>(Applicable to Allowance/Authorization Offices AF-Wide)</p> <p>Allowance/Authorization Change Requests and Custodian Request/Receipts, Approved Copies. The attached change to AFM 12-50, table 67-5, rule 4, is to reduce the retention period to authorize disposal immediately after receipt of a signed custodian authorization/custodian receipt listing (CA/CRL) instead of retaining for 1 year. Signature of the custodian on the CA/CRL signifies that the documents were processed in accordance with the organization's request and pertinent supply directives, and are no longer required for reference or further action.</p> <p>(Note: The Custodian Authorization/Custody Receipt Listing (CA/CRL) is a machine product which reflects all authorizations, assets, and due-outs for each individual custodian by organizational code and custodian code. Individual property custodians are required to review the CA/CRL received from the Equipment Management Office to insure that all necessary data is complete and accurate; signs the document and returns it to the office from which received.)</p>	NIN 171-71, Item 1a	

Copy to Agency 3/27/75

TABLE 67-5

TABLE OF ALLOWANCE/AUTHORIZATION RECORDS

R U L E	A	B	C	D
	If documents are or pertain to	consisting of	which	then
1	table of allowance (T/A) documents	documents accumulated by the office of record [Air Logistics Centers)	pertain to weapon systems, aircraft, missiles, etc	destroy 2 years after the system for which the T/A was established is no longer in the AF inventory, or 8 years after the publication date, whichever is sooner.
2			pertain to nonweapon-type systems	destroy 2 years after the T/A has been cancelled, or 6 years after publication date, whichever is sooner.
3		documents maintained by using activities		destroy when superseded or obsolete, or on receipt of a revision notice.
4	allowance/authorization change requests and custodian request/receipts (see note)	approved copies	are within established allowance and do not require approval under temporary authority, miscellaneous allowance source codes specified in section A, AFR 0-10, or which do not recommend changes to allowance documents or are not bench mock-up/set authorizations	★ retain with supporting documentation until a new applicable custodian authorization/custodian receipt list (CA/CRL) is completed, reviewed, and signed by the account custodian, and then destroy.
5		approved copies which were approved under miscellaneous codes specified in section A, AFR 0-10, and allowances for bench mock-up sets	are at other than Command Equipment Management office	retain with supporting documents for as long as the allowance remains in effect.
5.1			are at Command Equipment Management Office	destroy after 1 year.
6		approved copies	recommend changes to allowance documents	destroy when item published in the allowance document and changes are reflected in the equipment authorization inventory card files.

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