

**REQUEST FOR AUTHORITY  
TO DISPOSE OF RECORDS**

*(See Instructions on Reverse)*

*3 items*

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

LEAVE BLANK	
DATE RECEIVED <b>NOV 11 1976</b>	JOB NO. <b>NC 1-AFCU-77-25</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.	
12-3-76 <i>James P. O'Neill</i> (Date) <i>Acting</i> Archivist of the United States	

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.  
756-2383

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.

**8 NOV 1976**

*Herbert G. Geiger*  
(Signature of Agency Representative)

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

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	<p align="center"><b>MILITARY ASSISTANCE PROGRAM RECORDS</b> (Table 400-1)</p> <p>The purpose of this submission is to amend AFM 12-50 to reflect proposed reduction in retention period for certain documentation relating to foreign military sales (FMS).</p> <p>Rule 6b is revised to more precisely describe the records being accumulated. Rule 6c is amended to reflect current office symbol to which records are transferred in the Air Force Accounting and Finance Center (AFAFC).</p> <p>Rule 6.1c is amended to include Air Logistics Centers (ALCs) which replaced Air Material Areas (AMAs). Rule 6.1d reflects recommended reduction in retention period from permanent to 10 years after FY in which case is closed.</p> <p>Rule 9d is also amended to reflect reduction in retention period for reports and related documentation at AFAFC from permanent to 10 years after period of report.</p> <p>(Portions of Table 177-3, International Accounting Records, are being revised to coincide with recommended changes to Table 400-1. They are being submitted simultaneously, but under separate SF-115.)</p> <p align="center">(BEING SUBMITTED CONCURRENTLY TO GAO)</p>	<p>NN 170-33</p>	

*Copies to Agency 12-7-76 GAO  
Copies to AFAFC 5-12-76 GAO*

Table 400-1				
Military Assistance Program Records				
R U L E	A	B	C	D
	If documents are or pertain to	consisting of	which are	then
6	foreign military sales (FMS)	*case files which contain all documents required to monitor and process the sale and delivery of materiel and services to eligible foreign countries from receipt of the USAF case directive to final accounting and closing of the case, including copy of the USAF directive, letter of request, letter of offer and acceptance, supply transactions, program changes, procurement data, requisition data, delivery listings, shipping information, closing action, and related correspondence	at HQ USAF	*transfer to AFAFC/ FMS (see table 177-3).
6.1			* at HQ AFLC, ALCs, and monitoring activities	*destroy 10 years after FY in which case is closed
9			reports such as FMS forecast of deliveries report, part I--status of FMS (open cases only) quarterly report; part II--status of FMS (closed cases only) annual report	at AFAFC

\*denotes change from present table. AFLC Air Force Logistic Command  
ALCs Air Logistics Centers