

**REQUEST FOR AUTHORITY
TO DISPOSE OF RECORDS**

(See Instructions on Reverse)

24 items
TO: **GENERAL SERVICES ADMINISTRATION
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 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

5. TEL. EXT.

MR C. RATCLIFFE

767-5408

6. CERTIFICATE OF AGENCY REPRESENTATIVE:

LEAVE BLANK	
DATE RECEIVED DEC 22 1976	JOB NO. NC 1-AFCU- 77-61
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.	
2-16-77 <i>James E. O'hell</i> (Date) <i>acting</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 5 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified.

15 DEC 1976
Date

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
1	MATERIEL UTILIZATION PROGRAM RECORDS (67-12) (Applicable Air Force-wide) The attached complete revision of table 67-12, Air Force Manual 12-50 is submitted to reflect updated information pertaining to changes in computerized documentation produced in the course of managing materiel. No significant retention period changes are included. The proposed new table more accurately reflects all documentation created in this record series and will adequately meet Air Force requirements.	NN 173-74 and NN 170-33	

Sent to agency - 2/18/77

* TABLE 67-12

MATERIEL UTILIZATION PROGRAM RECORDS

R U L E	A	B	C	D
	If documents are or pertain to	Consisting of	Which are	Then
1	requirement and asset data registered in the D067 system	Summary products	at the materiel utilization control office	destroy after 2 years
2		D067 system master record in National Stock Number sequence		destroy after 1 year
3	excess item data	high dollar excess items	at the materiel utilization control office	destroy after 6 months
4		excess summary products		destroy after 2 years
5		excess action list		
6		status of excess		
7		excess review listings		
8		excess record deletion listing		
9		documentation in rules 7 and 8		at the AF Item Manager's office
10	interrogations		destroy after 1 year	

11	excesses available in Defense Property Disposal activities	referrals		destroy after 6 months
12			at the materiel utilization control office (MUCO)	destroy after 2 years
13	materiel utilization reports	all		
14	excess item transaction data	D050 system monthly summary of excess item transfers		destroy after 1 year
15	Reclamation Program	products from D067 and other systems interface to facilitate reclamation processes, reports of reclamation schedules, status, condemned/not found data, and completed save lists	at the Materiel Utilization Control Office, System Manager/Inventory Manager Office	destroy after 2 years
16	Excess contractor inventory (production contracts only)	inventory schedules, transmitting correspondence and correspondence applicable to individual plant clearance cases containing excess production contractor inventory property		
17	Component item screening	Product from D049/D067 interface to facilitate component item screening		destroy after 1 year

18	D049/D067 reject listing	Government furnished materiel items that failed screening criteria or no match on D049 system	at the Materiel Utilization Control Office	
19	D049/D067 buy item component availability listing	Component items that meet the criteria for offering as Government furnished materiel	at the Materiel Utilization Control Office, System Manager/Inventory Manager Office	
20	Government furnished aerospace equipment (GFAE) project folders	AFLC/AFSC forms on initial GFAE support request, GFAE spares, spare parts and equipment requirements	at the Materiel Utilization Control Office	destroy after 2 years
21	Government furnished materiel (GFM) project folders	Data by end item including list of components to be supplied as GFM		
22	GFAE reject reports	monthly report of items being rejected by contractors		destroy after 1 year
23	D034 products	list of items in the MUCO account and used for inventory adjustment		
24	Government-owned special tooling/special test equipment (ST/STE) and special tooling test equipment management system (STTEMS)(C017)	copies of contracts, amendments, and storage agreements	at the Materiel Utilization Control Office, Inventory Manager/System	destroy after 2 years

25	inventory listings	destroy when superseded or entered into CO17
26	screening reviews listing	destroy 1 year after completion of review
27	keypunch source documents and exceptions	destroy when validated by receipt of a transaction list
28	transaction lists	destroy 3 months after date of processing
29	ST/STE shipping list other than disposal	destroy when ST/STE is returned to storage site
30	ST/STE shipping list for disposal	destroy when ST/STE record is deleted from system.
31	ST/STE transaction registers	destroy after 2 years.
32	interrogation replies	destroy when superseded, or after they have served their purpose, whichever is sooner
33	validated file establish printouts	destroy after 2 years.