

**REQUEST FOR AUTHORITY
TO DISPOSE OF RECORDS**

(See Instructions on Reverse)

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

MRS. M. B. FOURAKER

5. TEL. EXT.

767-4495

6. CERTIFICATE OF AGENCY REPRESENTATIVE:

LEAVE BLANK	
DATE RECEIVED 20 SEP 1977 NC1-AFU-77	JOB NO. - 102
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.	
9-22-77 (Date)	<i>James B. [Signature]</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.

2 SEP 1977

Herbert G. Geiger
(Signature of Agency Representative)

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

Date

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	<p align="center">BASE STOCK RECORD ACCOUNTS (67-4) (Applicable Air Force-Wide)</p> <p>The attached change to AFM 12-50, Table 67-4, establishes disposition criteria for documentation created under provisions of Air Force Manual 67-1, USAF Supply Manual.</p> <p>Documentation is not presently covered by AFM 12-50. The recommended disposition criteria is deemed adequate for Air Force requirements.</p> <p>(Submission of this proposal to GAO is not contemplated nor considered necessary.)</p>	<p>NN-170-33</p>	

115-106

Sent to agency - 9/23/77

TABLE 67-4

BASE STOCK RECORD ACCOUNTS

R U L E	A	B	C	D
	If documents are or pertain to	consisting of	which are	then
24.2 *	ADPM work requests	forms used to request nonrecurring or as required computer products		destroy when purpose has been served.
24.3 *	program release sheet files	assembly and squeeze release sheets and related documentation	used to control the application of computer programs in the SBSS operation	destroy release sheets when applicable program is re- moved from the obsolete object deck files.
29 *	weapon control files	punch cards prepared on each weapon requiring serialized control and reporting	active and represent all controlled item code N item record and detail balances	add to history file when weapon is no longer on item record.
30 *			retained for history and research purposes	destroy after two years.
31 *		reconciliation reports, serial number listings, and comparable manage- ment products	prepared from weapon control cards	destroy when superseded, obsolete, or when managerial purposes have been served.
	ADPM = Automated Data Processing Machine SBSS = Standard Base Supply System			