

**REQUEST FOR AUTHORITY
TO DISPOSE OF RECORDS**

(See Instructions on Reverse)

1 item
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.C. RATCLIFFE

756-2384

6. CERTIFICATE OF AGENCY REPRESENTATIVE:

LEAVE BLANK	
DATE RECEIVED DEC 8 1976	JOB NO. NC 1-AFU-77-47
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.	
12-30-76 <i>James E. O'Neil</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 2 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified.

3 DEC 1976

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	SUPPLY MANAGEMENT RECORDS (Table 67-1) (Applicable Air Force-wide) Proposed change to AFM 12-50, Table 67-1, Rule 6.1, would reduce retention period for not operationally ready supply summary listings from 3 months to allow destruction after monthly cut off.	NC-AFU 75-20	

Copy to Agency 1-3-77

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 L 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 monthly cutoff.
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.