

Rec'd NCO 29 Jul 78

# REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS

(See Instructions on Reverse)

LEAVE BLANK	
DATE RECEIVED	JOB NO.
NC1-AFU-78	44 <sup>12</sup>
JUL 27 1978	
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10.	
8-15-78	<i>James B. Blood</i>
(Date)	Archivist of the United States

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

1. FROM (AGENCY OR ESTABLISHMENT)

DEPARTMENT OF THE AIR FORCE, HQ USAF

2. MAJOR SUBDIVISION

Directorate of Administration

3. MINOR SUBDIVISION

Documentation Systems Division

4. NAME OF PERSON WITH WHOM TO CONFER

Mr. Neil Vandergraaf, Jr.

5. TEL. EXT.

767-4495

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.

19 JUL 1978

~~25 APR 1978~~

*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	<p>BASE STOCK RECORD ACCOUNTS (T67-4) (Applicable Air Force-Wide)</p> <p>Attached proposed changes to AFM 12-50, table 67-4 are submitted to more accurately reflect disposition criteria pertaining to supply documentation.</p> <p>Rule 5, Columns C and D reflect a minor change.</p> <p>It is proposed to add a new rule 29 to cover two reports as indicated in Column B. The Stock Fund Inventory Report is currently covered in Column B of table 177-16, rules 12 and 13. This table is not the appropriate table for that report since Accounting and Finance does not use this report. It should properly be listed in table 67-4 pertaining to base supply records. The Stock Fund Stratification Report is not now covered anywhere in AFM 12-50.</p> <p>The proposed disposition criteria will adequately serve Air Force requirements.</p>	NC1-AFU-77-64	

sent to agency 8-17-78

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
4	daily document registers	accountable registers prescribed in AFM 67-1 that reflect specific property transactions	prepared by bases operating under the standard base level supply system (UNIVAC 1050-II)	destroy after 1 year, provided no irregularities exist.
5		information copies	*used as a cross-reference work file	*destroy when no longer needed or on receipt of stock number directory, whichever is sooner.
*29	base materiel/supply automated system (UNIVAC 1050-II)	Stock Fund Inventory Management Report and Stock Fund Stratification Program	prepared by bases operating under the Standard Base Level Supply System (UNIVAC II)	destroy 2 years after the close of the fiscal year or after all analytical and management purposes have been served, whichever is later.