

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

11/6/78

LEAVE BLANK	
JOB NO	NC1-AFU 79 9
DATE RECEIVED	NOV 13 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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10	
Date	11-22-78 <i>James B. Rhoads</i> 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

2. MAJOR SUBDIVISION
1947th Administrative Support Group (HQ USAF)

3. MINOR SUBDIVISION
Information Management and Resources Division

4. NAME OF PERSON WITH WHOM TO CONFER
MRS. M. B. FOURAKER

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.

- A** Request for immediate disposal.
- B** Request for disposal after a specified period of time or request for permanent retention.

C. DATE 1 NOV 1978	D. SIGNATURE OF AGENCY REPRESENTATIVE <i>Herbert G. Geiger</i>	E. TITLE HERBERT G. GEIGER, Chief Information Mgt and Resource Div
------------------------------	---	--

7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	<p align="center">SUPPLY MANAGEMENT RECORDS (TABLE 67-1) (Applicable Air Force-Wide)</p> <p>The attached change to AFM 12-50, table 67-1, proposes to amend rules 6 thru 8, column A, rule 8.1, columns A and B, to conform with current terminology used in AFM 67-1, Vol II, part two. It will also amend rule 6.1, column D, to require retention of these records for 3 months to meet new procedural requirements.</p> <p>The recommended disposition criteria is deemed adequate for Air Force requirements. (Submission of this proposal to GAO is not necessary.)</p>	NC-AFU-77-47	

sent to Agency Only 11-24-78 MGI

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
6	*mission capability (MICAP) summary listings	daily summaries	at Air Logistics Centers	destroy after 1 month.
6.1			at other than Air Logistics Centers	*destroy after 3 months.
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 satisfied per AFM 67-1.
8.1	*mission capability checklists	*MICAP 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.