

**REQUEST FOR RECORDS DISPOSITION AUTHORITY**  
(See Instructions on reverse)

*Rec'd 9/17/79*

LEAVE BLANK

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

JOB NO  
NCL-AFU-79-54

1. FROM (AGENCY OR ESTABLISHMENT)

DATE RECEIVED  
9/17/79

DEPARTMENT OF THE AIR FORCE

NOTIFICATION TO AGENCY

2. MAJOR SUBDIVISION

1947 Administrative Support Group (Hq USAF)

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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10

3. MINOR SUBDIVISION

Information Management & Resources Division

4. NAME OF PERSON WITH WHOM TO CONFER

5. TEL. EXT

Preston B. Speed

694-3495

*11-29-79* *James E. O'Neill*  
Date *acting* Archivist of the United States

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 4 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

D. SIGNATURE OF AGENCY REPRESENTATIVE

E. TITLE

13 SEP 1979

*Herbert G. Geiger*

**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

PRIORITIES AND ALLOCATIONS RECORDS  
(Table 78-4) (Applicable Air Force-wide)

The purpose of this submission is to revise disposal authorities for documents reflecting actions taken, by authority delegated under Title I of the Defense Production Act, to determine and enforce selective preferential claims in the production and distribution of goods and services and to allocate industrial resources, materials, services and facilities to meet the preferred claims.

NN  
170-33

Selected documents on organization and functions, policies, and procedures of the material and priority system are proposed for permanent preservation. These are chronologically arranged documents accumulating at less than one cubic foot per annum. There are no routine access restrictions, and if accepted, will be offered after 25 years.

Acronyms used in the schedule include DMS for Defense Material System, DPS for Defense Priority System, and JAMAC for Joint Aeronautical Material Activity.

GAO has concurred.

*19 items*

*Copy to  
44 FRC's  
agency*

TABLE 78-4

## PRIORITIES AND ALLOCATIONS RECORDS

R U L E	A	B	C	D
	If documents are or pertain to	consisting of	which are	then
1	register of contractor requirements and priorities assistance requests	requirements and priorities assistance requests with control number	at the OPR	destroy 1 year after final processing.
2	DMS allotments	program determinations furnished by DOD DDR&E	at HQ USAF	destroy after 3 years.
3	DMS summaries	DMS requirements worksheets and statistical services including tabulations and preparation of balance sheets by program	at the OPR	
4	DMS master contractor files	records of all requirements by manufacturer, installation and program and related correspondence	at MAJCOM	destroy after 5 years.
5			below MAJCOM	destroy 1 year after contract expires.
6	contractor controller number assignment	cards and ledgers assigning control numbers to manufacturers and military installations	at MAJCOM	destroy 1 year after discontinuance of DMS.

TABLE 78-4 (Continued)

R U L E	A  If documents are or pertain to	B  consisting of	C  which are	D  then
7	manufacturers' statistical listings	listings by manufacturer and program showing material requirements for current and any of the five following quarters	at the OPR	destroy after 1 year.
8	JAMAC organization and operation procedures	operationing procedures, organizational charts, etc.	at MAJCOMs	destroy after 10 years.
9			below MAJCOM	destroy when superseded, obsolete, or rescinded.
10	bills of materials and unit weight summaries	raw, basic processed, and semifabricated materials, unit weight listing for airframes, engines, etc.	at MAJCOMs	destroy 25 years from date of bill of material (Note).
11			below MAJCOM	destroy on completion of contract. (Note).
12	history of DMS and DPS	sampling of organization and function charts, policy, procedures, and miscellaneous administration data	at MAJCOMs	retire as permanent.
13			below MAJCOM	destroy on completion of contracts.
14	DMS audit reports	reports of installations and contractor plants and related correspondence	at MAJCOMs	destroy after 10 years.
15			below MAJCOM	destroy 6 months after next clear audit.

TABLE 78-4 (Continued)

R U L E	A	B	C	D
	If documents are or pertain to	consisting of	which are	then
16	controlled and critical materials (historical)	reports, supporting data, and related correspondence	at MAJCOMs	destroy after 10 years.
17			below MAJCOM	destroy after 3 years.
18	critical shortage case files	forms and correspondence on assistance to contractors or military installations in obtaining materials in short supply	at MAJCOMs	destroy 3 years after close of case.
19			below MAJCOM	destroy 3 months after completion of action.
20	DMS-DPS implementing instructions	regulations, ASPR sups, manuals, etc.	at MAJCOM	see Table 5-1.
<p>Note. Destroy bills when revisions are received and summarized.</p>				