

REQUEST FOR RECORDS DISPOSITION AUTHORITY
 (See Instructions on reverse)

LEAVE BLANK	
JOB NO NCI-AFU-81-31	
DATE RECEIVED February 3, 1981	
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10	
3-5-81 Date	<i>Robert W. Mar</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
1947 Administrative Support Group (HQ USAF)

3. MINOR SUBDIVISION
Information Management and Resources Division

4. NAME OF PERSON WITH WHOM TO CONFER

Mr. D. F. Shuell

5. TEL EXT

694-3527

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 3 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 23 JAN 1981	D. SIGNATURE OF AGENCY REPRESENTATIVE <i>Herbert G. Geiger</i>	E. TITLE HERBERT G. GEIGER, Chief Information Mgt and Resources Div
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7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	<p>CUSTOMER INTEGRATED AUTOMATED PROCUREMENT SYSTEM RECORDS (Table 70-16) (Applicable Air Force-wide)</p> <p>The purpose of this submission is to delete vendor activity summaries from column B, rule 5, table 70-16, and establish a new rule 11 in table 70-16 to cover the summaries. Destruction of these documents has been changed from 60 days to: "one year, or when superseded, whichever is sooner."</p> <p>The frequency of the Vendor Activity Summaries has been changed from a monthly to an annual requirement. These reports are from Customer Integrated Automated Procurement Systems (CIAPS) showing the total awards, dollar amounts and the solicitations sent to a vendor during the fiscal year. The extended retention period supports the reduced reporting frequency.</p> <p>The proposed rule has been coordinated with the General Accounting Office.. A copy of their letter is attached.</p>	NCI-AFU-79-18	<i>1 item</i>

*Closed Out: 3/9/81: K.T.D.
 Copy sent to Agency*

TABLE 70-16

CUSTOMER INTEGRATED AUTOMATED PROCUREMENT SYSTEM DOCUMENTS

R U L E	A	B	C	D
	If documents are or pertain to	consisting of	which are	then
* 11	CIAPS documents	vendor activity summaries	at procurement activities in the CIAPS mode	destroy after 1 year, or when superseded, whichever is sooner.
<p>Abbreviation: (CIAPS) Customer Integrated Automated Procurement System</p>				