

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

*6/10/81*  
LEAVE BLANK

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

JOB NO

**NCI-AFU-81-60**

DATE RECEIVED

*June 19, 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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10

1. FROM (AGENCY OR ESTABLISHMENT)

Department of the Air Force

2. MAJOR SUBDIVISION

Directorate of Administration, HQ USAF

3. MINOR SUBDIVISION

Information Management and Resources Division

4. NAME OF PERSON WITH WHOM TO CONFER

Mrs. Grace T. Rowe

5. TEL EXT

694-3527

*6-11-81*  
Date

*Herbert G. Geiger*  
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 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<br><b>5 JUN 1981</b> | D. SIGNATURE OF AGENCY REPRESENTATIVE<br><i>Herbert G. Geiger</i> | E. TITLE<br><b>HERBERT G. GEIGER, Chief<br/>Information Mgt and Resource Div</b> |
|------------------------------|---|--|

| 7. ITEM NO | 8. DESCRIPTION OF ITEM<br>(With Inclusive Dates or Retention Periods)  | 9. SAMPLE OR JOB NO | 10. ACTION TAKEN |
|------------|--|---------------------|------------------|
| 1          | <p align="center"><b>EQUIPMENT MANAGEMENT SYSTEM (TABLE 67-11)</b></p> <p align="center">(Applicable Air Force-Wide)</p> <p>The purpose of this submission is to expand column B of rule 43 to include the Daily Document Register (DO4). We will delete the DO4 from column B, rule 45. The DO4 is maintained as a method of notifying the custodian of changes effected against the custodian's account. When the new Custodian Authorization/Custody Listing Receipt (CA/CRL) is produced, these changes will be reflected and the need for the DO4 no longer exists.</p> | NCI-AFU-80-27       |                  |

*Closed Out: 6-15-81: K.T.J.  
Copies to NNM & Agency*

10-180:2

TABLE 67-11 (Continued)

| R<br>U<br>L<br>E | A                              | B   | C                | D  |
|------------------|--------------------------------|---|------------------|--|
|                  | If documents are or pertain to | consisting of   | which are        | then   |
| 40               | equipment custodian file       | Custodian Authorization/Custody Receipt Listing (CA/CRL) and weapons serial number listing  | custodian copies | destroy superseded material upon receipt of updated listings or information. |
| 41               |                                | information file on office machines, temporary issue receipts, requests for purchase, and warranty/guaranty documents                       |                  | destroy when no longer required or purpose has been served.                  |
| 42               |                                | suspense copies of custodian requests/receipts  |                  |  |
| 43               |                                | * completed copies of custodian requests/receipts/Daily Document Receipt (D04)  |                  | destroy upon receipt of new CA/CRL.  |
| 44               |                                | adjustment documents; records pertaining to inventory actions, that is, Government property lost or damaged (GPLD), reports of survey, etc. |                  | destroy when no longer required or purpose has been served.                  |
| 45               |                                | *Custodian Request Log  |                  | destroy after 1 year.  |

67-11-10-180:2

