

Wallace

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

LEAVE BLANK	
JOB NO	
NC1-AFB-81-67 ✓	
DATE RECEIVED	
July 2, 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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10	
7-16-81 Date	<i>[Signature]</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

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. 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

JUN 26 1981

D. SIGNATURE OF AGENCY REPRESENTATIVE

Herbert G. Geiger

E. TITLE

HERBERT G. GEIGER, Chief
Information Mgt and Resource Div

7. ITEM NO

1

8. DESCRIPTION OF ITEM
(With Inclusive Dates or Retention Periods)

BASE STOCK RECORD ACCOUNTS (Table 67-4)
(Applicable Air Force-wide)

The purpose of this submission is to change the retention period in rule 28 from "retain until both the following criteria have been met: (1) the account has been audited; and (2) documents have been retained for a minimum of 2 fiscal years" to "destroy after both the following criteria have been met: (1) the account has been audited; and (2) documents have been retained for at least 7 months."

This change is necessary to comply with the Secretary of Defense guidance contained in Joint Pub T.O., 11N-100-4, paragraph 5-5.2 and to be compatible with AFM 67-1, Vol I, Part I, Chapter 18, paragraph 4lg. The revised retention period will adequately serve the administrative requirements of the Air Force.

9. SAMPLE OR JOB NO.

NC1-AFU-77-64,
Item 1

10. ACTION TAKEN

1 item

*Closed Out: 7-20-81: K.T.J.
Copy to Agency*

TABLE 67-4 (Continued)

R U L E	A	B	C	D
	If documents are or pertain to	consisting of	which are	then
28	Nuclear Weapons stock record accounts	supply documents or materiel courier receipts	filed as required by AFM 67-1, Vol I, Part I, Chapter 18	<p>*destroy after both of the following criteria have been met: (1) the account has been audited; and (2) documents have been retained for a minimum of 7 months. 7 months after an audit of the account has been accomplished.</p> <p>[Clarifying amendment by R. Wiese per G. Rowe, 9/10/81]</p>