

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

Wallace

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

LEAVE BLANK	
JOB NO	NCl-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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10	
<i>7-16-81</i> Date	<i>[Signature]</i> 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 JUN 26 1981	D. SIGNATURE OF AGENCY REPRESENTATIVE <i>Herbert G. Geiger</i>	E. TITLE HERBERT G. GEIGER, Chief Information Mgt and Resource 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
1	<p align="center">BASE STOCK RECORD ACCOUNTS (Table 67-4) (Applicable Air Force-wide)</p> <p>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."</p> <p>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.</p>	NCl-AFU-77-64, Item 1	1 item

Closed Out: 7-20-81: RTJ)
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>