

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

9/14/81

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

5. TEL. EXT.

Mr. D. F. Shuell

694-3527

LEAVE BLANK	
JOB NO <i>NCI-AFU-81-76</i>	
DATE RECEIVED <i>September 16, 1981</i>	
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10	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>10-6-81</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 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 8 SEP 1981	D. SIGNATURE OF AGENCY REPRESENTATIVE <i>[Signature]</i>	E. TITLE JAMES E. DAGWELL Documentation Management Branch Information Mgmt 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
1	MILITARY AFFILIATE RADIO SYSTEM (MARS) RECORDS (TABLE 100-10) (Applicable Air Force-wide) The purpose of this submission is to enable MARS personnel to identify the location of government property acquired under the excess/surplus property program, and to hold MARS members accountable for government property on loan to them. The current retention of receipts does not provide for locating government property after two and five years. The proposed rules have been coordinated with the General Accounting Office. A copy of their letter is attached.	NN 170-33	

More Data Sheet Work Required

*Closed Out: 10-9-81: K.T.D.
Copy to NNM & Agency*

2 items

TABLE 100-10

Military Affiliate Radio System (MARS) Records

R U L E	A	B	C	D
	If documents are or pertain to	consisting of	which are	then
24 *	MARS property acquired under excess/surplus property program	records that pertain to the requisition, internal redis- tribution, cannibalization, removal from formal account- ability, or return of MARS property to government sur- plus property redistribution agency	at Installation MARS Director and Central Inventory Control Point (MARS Warehouse)	destroy 3 years from end of calendar year in which trans- action occurred.
25 *		shipping documents, receipts, stock balance cards, hand receipts, etc. that show where property in the MARS system is presently located and where custodial respon- sibility is placed		destroy 3 years after end of calendar year in which formal MARS accountability of the property is discontinued.
26 *	(RESERVED)			

19 thru 21	[RESERVED] ★			
22	★ MARS broadcast			destroy after 6 months.
23	responsibilities of base MARS station	station task list		destroy when superseded or obsolete.
24	MARS property acquired from excess/surplus resources	records that pertain to the acquisition, distribution, utilization and disposal of MARS property acquired from excess/surplus resources. Correspondence, transactions and reports related to the status of all transfers, reconfiguration or cannibalizations and property inventories and accountability	at office of Command MARS Director	destroy after 5 years.
25	Base MARS Station Jacket files	vouchers and supporting documents, including property turn in/issue slips and shipping documents pertaining to the receipt and/or disposition of MARS property	at Base MARS stations	destroy after 2 years.
26	MARS property acquired for redistribution through MARS warehouses	vouchers and supporting documents, including stock record cards, inventories, turn in/issue slips and shipping documents that are relative to the acquisition, redistribution and/or disposition of property	at MARS warehouses	

No records in FRC's; none will be retained; Rules 44-26 being revised to meet current adm. procedures. No substitutions change in Admin's manual, redefined and clarified. Other modifications may be requested.

*MS
1/15/79*