

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

*Wallace*  
*9:24:35*

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

3. MINOR SUBDIVISION  
Documentation Management

4. NAME OF PERSON WITH WHOM TO CONFER

Mrs. Grace T. Rowe

5. TEL EXT

694-3527

LEAVE BLANK	
JOB NO	
<u>NCI-AF4-81-78</u>	
DATE RECEIVED	
<u>September 24, 1981</u>	
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10	
<u>10-9-81</u> Date	<u>[Signature]</u> 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 <b>17 SEP 1981</b>	D. SIGNATURE OF AGENCY REPRESENTATIVE <i>[Signature]</i>	E. TITLE <b>JAMES E. DAGWELL Documentation Management Branch Information Mgmt and Resources Div</b>
7. ITEM NO  1	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)  BASE STOCK RECORDS ACCOUNT (Table 67-4) (Applicable Air Force-wide)  The purpose of this submission is to update the disposition authority for rule 17. The documentation consists of machine produced Air Force Forms 1996, Adjusted Stocks Level. Special levels are reviewed/validated periodically or at least annually. The review is a confirmation by the initiator that the level is still needed in the established quantity to satisfy the requirement described in the original justification. The validation is confirmation by the directing authority that the special level requirement and the authority for the establishment remain valid. The review/validation is a complete renegotiation of the special level. Under the current authority the forms are destroyed after 1 year (1 year after annual cutoff). The new disposition authority will allow the initiating office to destroy the old 1996 upon receipt of the approved current renegotiation. This proposed rule would eliminate the longer holding period and improve the overall maintenance of the documentation.	9. SAMPLE OR JOB NO. <del>NCI-AF4-81-78</del>
	10. ACTION TAKEN  <u>1 item</u>	

*Mass Data Change Sheet not required.*

*Closed Out: 10-29-81: K.T.A.*  
*Copy to Aze*

TABLE 67-4

R U L E	A	B	C	D
	If documents are or pertain to	consisting of	which are	then
17	adjusted stock level records	forms	at initiating act- ivities	*destroy upon receipt of approved current renegotia- tion.