

REQUEST FOR RECORDS DISPOSITION AUTHORITY  
(See Instructions on reverse)

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  
Documentation Management

4 NAME OF PERSON WITH WHOM TO CONFER  
Mrs. Grace T. Rowe

5 TEL EXT  
694-3527

LEAVE BLANK	
JOB NO	NCL-AFU-82-75
DATE RECEIVED	9-17-82
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the disposal request including amendments is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10	
10-28-82 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 13 SEP 1982	D SIGNATURE OF AGENCY REPRESENTATIVE <i>James E. Dagwell</i>	E TITLE JAMES E. DAGWELL Chief, Documentation Management Directorate of Administration
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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
	<p>BASE STOCK RECORD ACCOUNTS (Table 67-4) (Applicable Air Force-wide)</p> <p>The purpose of this submission is request disposition for the expanded rules 29, 30, and 31. These rules will now also cover Communications Security (COMSEC) equipment. The weapons system serial number control concept was adopted when COMSEC reporting was first established. The same distribution and disposal actions for records apply. The disposition of the machine-readable record system that these rules fall under is already established as rule 32 of table 67-4.</p>	<p>NCL-AFU-77-102</p> <p>NCL-AFU-78-44</p>	<p>3 items</p>

115-107

No mass data change sheet required. Copy of TEL sent to NNA by RAW, 11/30/82.  
Closed out: 11-30-82: cm  
Copy to Agency

TABLE 67-4

R U L E	A	B	C	D
	If documents are or pertain to	consisting of	which are	then
29	*Weapons and COMSEC equipment control files	*punch cards prepared on each weapon and each item of COMSEC equipment requiring serialized control and reporting	*active and represent all weapons controlled items code N item and COMSEC control cards for each NSN with MMC of CA item record and detail balances	add to history file when weapon/COMSEC equipment is no longer on item record.
30			retained for history and research purposes	destroy after 2 years.
31		reconciliation reports, serial number listings, and comparable management products	*prepared from weapon and COMSEC equipment control cards	destroy when superseded, obsolete or when managerial purposes have been served.