

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

LEAVE BLANK <input checked="" type="checkbox"/>
JOB NO. NCL-AFU-83-23
DATE RECEIVED 10-25-82
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10.
4-13-83 <i>Robert M. King</i> Date 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
Documentation Management

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 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 19 OCT 1982	D. SIGNATURE OF AGENCY REPRESENTATIVE <i>James E. Dagwell</i>	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
1	<p>BASE STOCK RECORD ACCOUNTS (Table 67-4) (Applicable Air Force-wide)</p> <p>The purpose of this submission is to establish a new rule 141 to cover supporting documents for local purchase (LP) receipt documents, Department of Defense Line Item Release/Receipt Document (DD Form 1348-1). They serve as documentary support of proof of receipt by Supply of property furnished to the government, for the administrative certification of the government and for the administrative certification of the payment voucher by Accounting and Finance. In an initiative to eliminate redundant documentation, procedures have been revised to eliminate the traditional supporting document (receiving reports) to payment vouchers sent to Accounting and Finance and to extend the retention period of the Supply copy from the current 1 year (rule 14) to 6 years and 3 months required under the statute of limitations for vendor claims against the government. A copy of these documents was previously furnished to Accounting and Finance Offices and retained for 6 years and 3 months under table 177-18, rule 7.</p> <p>The new procedure will save thousands of documents from <i>No mass data change sheet required.</i></p>	IN-170-33	<i>1 item</i>

Copy to agency, 4-22-83, 88.

Request for Records Disposition Authority - Continuation

JOB NO.

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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>being transferred to the Accounting and Finance Offices. The targeted start up of the system is 1 Oct 82. The records will be held in office areas or staging areas where they will be destroyed after expiration of the retention period. The new procedure will assure improved productivity in vendor bill payment.</p> <p>GAO approval is not required. General Records Schedule 3, item 4a(1) applies.</p>		

TABLE 67-4 (continued)

R U L E	A If documents are or pertain to	B consisting of	C which are	D then
14.1 *	supporting documents	Local purchase (LP) receipt documents	identified in AFM 67-1, Vol II, Part Two	Destroy after 6 years and 3 months ^{after final payment} provided there are no discrepancies for which corrective actions are pre- scribed by AFAFC (note) [Amended by R. White per G. Rowe, 4/11/83]

* NOTE: AFOs will advise if there are outstanding discrepancies within the specified retention period. In the absence of such advice, destroy the documents at the end of the retention period.