

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. NCI-AFU-84-34	
DATE RECEIVED 5/24/84	
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10.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>Mar 25 85</i> Date	<i>Peter M. [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 9 MAY 1984	D. SIGNATURE OF AGENCY REPRESENTATIVE <i>Ina T Rowe</i>	E. TITLE GRACE T. ROWE Documentation Mgt Branch
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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 add rule 33 to cover conversion audit list consisting of accountable records pertaining to satellite rehomings, conversion from any other supply system to Standard Base Supply System (SBSS), establishment of new supply account, or conversion of computer systems. These listings may be destroyed after 1 year. After 1 year the inventory of assets would be accomplished, therefore, the old list is no longer required.</p>		
<p><i>Copy of job sent to agency and NNA by BAW, 3-27-85.</i></p>			<p><i>1 item</i></p>

TABLE 67-4 Base Stock Record Accounts

R U L E	A	B	C	D
	If documents are or pertain to	consisting of	which are	then
33	conversion audit list (R22)	accountable record pertain- ing to satellite rehomings, conversion from any other supply system to Standard Base Supply System (SBSS) establishment of new supply account, conversion of computer systems	at Standard Base Supply Systems activities	destroy after 1 year.