

**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  
Grace T. Rowe

5. TEL. EXT.  
694-3527

LEAVE BLANK	
JOB NO.	<b>NCI-AFU-84-37</b>
DATE RECEIVED	<b>6/14/84</b>
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10.	
10-22-84	Date
6/22/84	Date
R. M. Ward	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 <b>6 JUN 1984</b>	D. SIGNATURE OF AGENCY REPRESENTATIVE <i>Grace 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>UNIT, ORGANIZATION AND MATERIAL CONTROL SUPPLY (Table 67-3) (Applicable to AF Technical Application Center, Geographically Separated Units)</p> <p>The purpose of this instruction is to establish a new rule 15.1 for the unit record maintained by the Air Force Technical Applications Center geographically separated units (AFTAC/GSUs). The rationale for this retention is that:</p> <p>a. To effectively support AFTAC's GSUs, it is imperative to maintain the D04 for more than three months. The D04 is the primary supply listing for the GSU supply representatives. The background data contained in the D04 is the only single source of information to formulate and control the GSUs' budget, to make decisions on bench stock and forward supply point levels, to justify supply special levels, and to update the GSUs' equipment accounts.</p> <p>b. Additionally, D04s are a proven management tool for the IG and Field Assistance Staff Team (FAST) visits. The D04 is the IG and FAST teams' source document to determine whether the</p>	<p>NN-170-33</p>	<p><i>Item</i></p>

**Request for Records Disposition Authority - Continuation**

JOB NO.

PAGE OF  
2 3

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	<p>GSUs are enforcing supply discipline and for investigating offenses under the Fraud, Waste and Abuse Program. The IG/FAST visits are made approximately every 15 months; therefore, 3 months worth of data would not provide the information necessary to accomplish an in-depth visit.</p> <p>c. Maintaining the D04 for three months would be sufficient under normal conditions. For instance, a unit at base level requiring data older than three months could go to base supply and utilize Document Control listing. Because of the GSUs separated location from the base supply, they are not afforded this capability. Therefore a retention of 2 fiscal years is necessary for these AFTAC/GUSs.</p>		

TABLE 67-3 Unit, Organization and Materiel Control Supply

R U L E	A	B	C	D
	If documents are or pertain to	consisting of	which are	then
Item 1	15.1 unit record	daily document register	at AFTAC GSUs	destroy after 2 fiscal years.