

NIR OFF and copy

REQUEST FOR RECORDS DISPOSITION AUTHORITY <i>(See Instructions on reverse)</i>		LEAVE BLANK	
TO: GENERAL SERVICES ADMINISTRATION NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408		JOB NO. NCI-AFCU-85-13	DATE RECEIVED 2-19-85
1. FROM (Agency or establishment) DEPARTMENT OF THE AIR FORCE		NOTIFICATION TO AGENCY	
2. MAJOR SUBDIVISION Directorate of Administration, HQ USAF		In accordance with the provisions of 44 U.S.C. 3303a the disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10. If no records are proposed for disposal, the signature of the Archivist is not required.	
3. MINOR SUBDIVISION Records Mgt Branch			
4. NAME OF PERSON WITH WHOM TO CONFER Grace T. Rowe	5. TELEPHONE EXT. 694-3527	DATE 3/4/85	ARCHIVIST OF THE UNITED STATES <i>[Signature]</i>

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; and that written concurrence from the General Accounting Office, if required under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies, is attached.

A. GAO concurrence: is attached; or is unnecessary.

B. DATE 2-8-85	C. SIGNATURE OF AGENCY REPRESENTATIVE <i>Grace T. Rowe</i>	D. TITLE GRACE T. ROWE Records Mgt Branch
--------------------------	---	---

7. ITEM NO.	8. DESCRIPTION OF ITEM <i>(With Inclusive Dates or Retention Periods)</i>	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN <i>(NARS USE ONLY)</i>
	<p>BASE STOCK RECORDS ACCOUNTS (Table 67-4) (applicable Air Force-wide)</p> <p>The purpose of this submission is to change the retention period in rule 4. Currently, rule 4 requires the Daily Document Register to be filed for 12 months prior to destruction. The registers provide supply customers with a record of supply actions which results from their input. In addition, it provides supply with a record of the transactions until associated paperwork is completed and filed. Since the transactions and paperwork are completed prior to three months, filing the register for a longer period of time does not serve any useful purpose. Any further research of the transactions is accomplished by using a different product, the Daily Transaction Register. The revised retention period should read, "Destroy after 3 months provided no irregularities exists."</p> <p>The approval of the above request will reduce unnecessary files and the associated workload to maintain the files.</p> <p>We are adding rules 33, 34, and ^{and 36} 35, to this table to cover the ADP portion of the base materiel/supply automated system. The files are controlled by General Records schedule 20, rules 27, 28 and 29.</p> <p><i>Copy of job sent to agency 3-5-85; RALW</i></p>		<i>1 item</i>

TABLE 67-4

BASE STOCK RECORD ACCOUNTS

R U L E	A	B	C	D
	If the documents are or pertain to	consisting of	which are	then
4 *	daily document registers	accountable registers prescribed in AFM 67-1 that reflect specific property trans- actions	prepared by bases operating under the standard base level supply system (UNIVAC 1050-II)	destroy after 3 months provided no irregularities exist.

Item
1