

**REQUEST FOR AUTHORITY  
TO DISPOSE OF RECORDS**

(See Instructions on Reverse)

*Old Form used  
under 41 CFR 101-11.4*

LEAVE BLANK	
DATE RECEIVED <b>28 JUN 1973</b>	JOB NO. <b>173-342</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 "with-drawn" in column 10.	
Date <b>7-18-73</b>	<i>James B. Chade</i> Archivist of the United States

TO: **GENERAL SERVICES ADMINISTRATION,  
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, D.C. 20408**

1. FROM (AGENCY OR ESTABLISHMENT)  
**DEPARTMENT OF THE AIR FORCE, HQ USAF**

2. MAJOR SUBDIVISION  
**Directorate of Administration**

3. MINOR SUBDIVISION  
**Documentation Systems Division**

4. NAME OF PERSON WITH WHOM TO CONFER  
**Mr. K.J. Bilek**

5. TEL. EXT.  
**11/29209**

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 1 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified.

**HERBERT G. GEIGER, Chief  
Documentation Systems Division  
Directorate of Administration**

**26 JUN 1973**

*Herbert G. Geiger*

(Date)

(Signature of Agency Representative)

(Title)

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
1	<p><b>BASE MEDICAL STOCK RECORD ACCOUNT (167-1) (Applicable Air Force-Wide)</b></p> <p>See attached NEW table 167-1 which provides for the disposition of property control documentation under an automatic data processing system and applies to all medical supply accounts that are supported by a B3500 computer. The mechanized procedures govern the requisition, purchase, receipt, storage, issue, shipment, disposition, stock control, identification and accounting for medical material at Air Force activities.</p>	DLT 167-1	

## BASE MEDICAL STOCK RECORD ACCOUNT

R E C O R D	A	B	C	D
	If documents are or pertain to	consisting of	which are	then
1.	medical materiel edit list	mechanically prepared listing of errors detected during computer processing cycle	records of transactions that were processed with invalid data that will require review, analysis and corrective action	destroy on assurance of correct computer processing or after all analytical and management purposes are served.
2.			records of transactions that were mechanically determined to be invalid and were not processed and will require review and corrective action prior to processing	
3.	transaction card count	mechanically prepared listing	a record of total input transactions, valid and invalid transactions for a daily/periodic processing cycle	destroy after all analytical and management purposes are served.
4.	tape control listing		a record showing creation date of last updated master file, last history file, and last opening master file to be used in next processing cycle	destroy 30 days after "as of date."
5.	medical materiel requirements list		a record of potential requisitions	destroy after verification that all requirements have been recorded as due-in or cancelled.

## BASE MEDICAL STOCK RECORD ACCOUNT

SECTION	A	B	C	D
	If documents are or pertain to	consisting of	which are	then
6.	due-in/due-out suspense list	mechanically prepared listing	a record by document number of all current due-ins/due-outs	destroy 30 days after "as of date."
7.	medical materiel daily document register	accountable register prescribed in AFM 67-1, AFM 167-240, and AFP 167-2, reflecting specific property transactions	prepared by base operating under PCAM/B263/B3500 or other standard mechanized medical materiel systems	destroy 1 year after close of the FY to which they pertain.
8.	medical materiel daily transaction register	mechanically prepared accountable registers prescribed in AFM 67-1, AFM 167-240, and AFP 167-2 that reflect specific property transactions		destroy upon receipt of the "monthly transaction register" and after the accuracy and completeness of the "monthly transaction register" has been verified.
9.	monthly base medical supply transaction register		transaction register Part I containing a record of drugs or other substances designated by the Bureau of Narcotics and Dangerous Drugs, Department of Justice, as controlled substances under the Comprehensive Drug Abuse Prevention and Control Act of 1970	destroy 2 years after close of the FY to which they pertain.
10.			transaction register Parts II, III, IV and V	destroy 1 year after close of the FY to which they pertain.

NOTE: Rule 7 replaces Rule 5, Table 67-4; Rule 8 replaces Rule 9, Table 67-4;  
 Rule 9 replaces Rules 2, 3, and 11, Table 67-4.

## BASE MEDICAL STOCK RECORD ACCOUNT

B U I L D I N G	A	B	C	D
	If documents are or pertain to .	consisting of	which are	then
11.	cost center master list	mechanically prepared listing of all valid using activities	a record of all valid activities	destroy on receipt of an updated listing.
12.	procurement and activity fill rate effectiveness reports	mechanically prepared listings of fill percentages to cost centers and on-time fill percentages from procurement sources		destroy 1 year after close of the FY to which they pertain.
13.	medical materiel stock status report	mechanically prepared listings of item master records reflecting asset data, requirement data, consumption and inventory data on which future requirements programs may be based	quarterly Part I reports	destroy after next reporting cycle.
14.			semiannual Part II and/or Part III report	destroy after 1 year.
15.			as required Part IV reports	destroy retained copies when no longer needed for reference.

BASE MEDICAL STOCK RECORD ACCOUNT				
	A	B	C	D
	If documents are or pertain to	consisting of	which are	then
16.	stock objective analysis	mechanically prepared listings	reflections of optimum dollar stockage objective for each reorder point within each requirement code	destroy on receipt of new listing or when all analytical and management purposes are served.
17.	inventory stratification		reports of dollar inventory stratification of on-hand and due-in assets	
18.	high dollar issue lists		report of cumulative issues in descending dollar sequence	
19.	report of local purchase		report of issues of commercial items to be considered for stock-listing action	
20.	medical materiel reference records	specification, supply catalogs, publication indexes, equipment guides		destroy when superseded or obsolete.

## BASE MEDICAL STOCK RECORD ACCOUNT

SERIAL	A	B	C	D
	If documents are or pertain to	consisting of	which are	then
21.	Medical Custodian Receipt Records	listings and custodian requests/receipts that reflect authorized equipment in use for each custodian account	custodian copies	destroy superseded listings and custodian requests/receipts when MEMO exchanges them for current updated original listings.
22.			suspense copies	destroy when purpose has been served.

## FACE MEDICAL STOCK RECORD ACCOUNT

A	B	C	D
If documents are or pertain to	consisting of	which are	then
3. source documents	issue/turn-in documents, shipping/receiving documents, inventory adjustment documents, USAF excess and surplus property turn-in documents, reports of survey, statement of changes, cash collection vouchers, DOD single line release/receipt documents, notice of lost or missing documents which pertain to accountable type transactions and contain valid document numbers, dated item control lists, dated item reconciliation, catalog change actions, due-in/due-out deleted record list, and any other document needed to support each entry or transaction on document registers	identified in AFM 67-1, AFM 167-240, and AFP 167-2 to be retained	destroy 1 year after close of the FY to which they pertain.
4.		documents not identified for retention in AFM 67-1, AFM 167-240, and AFP 167-2	destroy after recording in document transaction register and completion of quality control.
5. medical equipment management reports	machine listings, supply support reports, and comparable-type reports relating to equipment surveillance, control, identification, changes, accounting, redistribution, monetary obligations, etc.		destroy when purpose has been served, but not later than 1 year unless otherwise stated in this manual.

NOTE: Rule 25 replaces Rule 13, Table 67-11.

## BASE MEDICAL STOCK RECORD ACCOUNT

SERIAL	A	B	C	D
	If documents are or pertain to	consisting of	which are	then
26.	standard medical materiel management inventories	mechanically prepared inventory adjustments or accountable adjustment documents	used to adjust item detail records balance	destroy 1 year after close of the FY to which they pertain.
27.		inventory count cards, warehouse location validations, item balance register	not used for inventory adjustments	destroy when no longer needed, or after cyclic/special inventory,
28.		manual forms and cards associated with supply inventory other than standard medical materiel management system		destroy 1 year after count date.
29.	biennial inventory of controlled substances	mechanically prepared listing or manual forms	used to certify inventory stock position of drugs or other substances designated by the Bureau of Narcotics and Dangerous Drugs, Department of Justice, as Schedule II, III, IV or V controlled substances under the Comprehensive Drug Abuse Prevention and Control Act of 1970	destroy 2 years after count date.

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FACE MEDICAL STOCK RECORD ACCOUNT

LINE	A	B	C	D
	If documents are or pertain to	consisting of	which are	then
30.	using activity (cost center) property records	registers and files including custody receipts, property issue and turn-in documents, inventory adjustment vouchers and other records reflecting transactions during the month		destroy after 1 year.
31.		temporary issue receipts	used as temporary custody receipts	destroy or return to individual on return of property.
32.	medical materiel systems trouble reports	forms and correspondence maintained on an annual basis		destroy after 1 year.
33.	recurring listings and reports not covered elsewhere in this table			destroy on receipt of new listings or reports or after all analytical and management purposes are served or as required in AFM 67-1, AFM 167-240, and AFP 167-2, whichever is later.

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## BASE MEDICAL STOCK RECORD ACCOUNT

	A	B	C	D
	If documents are or pertain to	consisting of	which are	then
34	medical equipment maintenance records	work order registers		destroy after 1 year.
35		work orders		destroy after all analytical and management purposes are served.
36		spare parts management	machine listings of bench stock balances	destroy on receipt of new listing for a valid daily/monthly processing cycle.
37		equipment historical maintenance files		destroy on receipt of new report.
38			for items transferred or donated	forward with related item. Destroy retained copies after 3 months.
39		contractor locator list		destroy after all analytical and management purposes are served.

NOTE: Rules 34 through 39 replace Rule 5, Table 66-3.

BASE MEDICAL STOCK RECORD ACCOUNT				
SERIAL	A	B	C	D
	If documents are pertain to	consisting of	which are	then
40.	Medical Materiel Management Report	monthly reports, operating statements, special reports and analyses, and other pertinent reports		destroy 1 year after close of the FY to which they pertain.
41.	custodian account files	current and noncurrent specimen signatures, name, grade, and cost center of custodian, and waivers granted for use of stamps when numerous repetitive signatures are required	individual files of personnel authorized to receipt for property and supplies	destroy 1 year after becoming superseded or obsolete.

TABLE 67-4

## CURRENT TABLE

## BASE STOCK RECORD ACCOUNTS

R U L E	A	B	C	D
	If documents are or pertain to	consisting of	which are	then
1	stock record account records	cards or equivalent forms prescribed in AFM 67-1	records of accountable property transactions relating to a specific stock record account	destroy after 1 year.
2	medical stock record account records <b>REPLACED BY PROPOSED RULE 9</b>	cards and equivalent forms prescribed in AFM 67-1 and AFP 167-2	records of accountable property transactions relating to a specific medical stock record account	
3	<b>REPLACED BY PROPOSED RULE 9</b>	mechanized medical supply accounts—monthly transaction registers; nonmechanized medical supply accounts—stock record cards; records of initial inventories of drugs	a record of drugs subject to the Drug Abuse Control Amendments of 1965, to the Federal Food Drug and Cosmetic Act as implemented by part 166, Title 21, Code of Federal Regulations	destroy after 3 years.
3.1			item manager (IM) radioisotope records required by part 30, Title 10, Code of Federal Regulations	see table 160-5.
4	daily document registers	accountable registers prescribed in AFM 67-1, AFP 167-2 and AFM 167-240 reflecting specific property transactions	prepared by bases operating under the standard base level supply system (UNIVAC 1050-II)	destroy after 1 year, provided no irregularities exist.
5	<b>REPLACED BY PROPOSED RULE 7</b>		prepared by bases operating under the PCAM/B263 / B3500 or other supply system	
6	supply document register		prepared by bases operating a manual base supply system.	
7	document control cards	cards created during preparation of daily document register	used by bases operating under the standard base level supply system (UNIVAC 1050-II) to prepare delinquent document listings, assure that documents requiring review/filing are	★ destroy after all necessary action is completed.

TJ 67-4

CURRENT TABLE

			received in the document control section, and to aid in quality control		
8			used by bases operating under the PCAM/B263 or other supply system to prepare a document register, prepare listings covering overage documents, for followup purposes, and to prepare mechanized supply activity reports		
9	daily transaction register <b>REPLACED BY PROPOSED RULE 8</b>	accountable registers prescribed in AFM 67-1 and AFP 167-2 that reflect specific property transactions	prepared by bases operating under the standard base level supply system (UNIVAC 1050-II), PCAM/B263, or other supply system	destroy after 1 year, provided no irregularities exist, or when replaced by a consolidated transaction register and accuracy and completeness of consolidated transaction register has been verified.	270217a(2)
10	consolidated transaction register			destroy after 1 year, provided no irregularities exist.	270217a(1)
11	monthly base or medical supply transaction register	<b>REPLACED BY PROPOSED RULE 9</b>	prepared by bases operating under the PCAM/B263 or other supply system		270204b
12	source documents	issue/turn-in documents, shipping/receiving documents, inventory adjustment documents, USAF excess and surplus property turn-in documents not used as supporting documents (see rule 14), and notice of lost or missing documents which pertain to accountable-type transactions and contain valid document numbers	identified in AFM 67-1 to be retained	destroy after 1 year.	new
13			all except documents to be retained as prescribed in AFM 67-1	destroy after recording in document/transaction registers and completion of quality control.	

10-163

1 October 1959

AFM 12-50

CURRENT TABLE

TABLE 67-11 (Continued)					
R U L E	A	B	C	D	Supersedes AFM 181-5, 1 Dec 66, paragraph
	If documents are or pertain to	consisting of	which are	then	
9			created under the standard base level supply system (UNIVAC 1050-11)	BEMO retains for 1 year for management and audit pur- poses, and destroys.	
10		records described in rules 7 and 8, zero balance registers, and authorization documents	used to clear the property account when an activity is inactivated	destroy all property records on inactivation of an activity or when directed by the commander.	271406b
11		authorization documents	verification that the prop- erty account has been cleared	destroy 2 years after in- activation, or 2 years after the reports have been destroyed.	new
12	audit trail records	document control registers, suspense document files, com- pleted document files, and applicable adjustment documents	removed from the BEMO for updating, and showing the audit trail stamp	destroy 1 year after com- pletion of action.	271407
13	MEMO files <b>REPLACED BY PRO- POSE RULE 25</b>	master files, including equip- ment authorization inven- tory data (EAID), EAID custody receipt card, and EAID due-in card	used to update files	destroy 1 year after all corrections and reconcilia- tions have been made to the active files.	271419a
14	base tool issue records	standard base level supply system (UNIVAC 1050-11) tool kit custody receipt master cards, and other forms used for the same purpose	used to prepare the tool kit custody receipt listings	destroy when deleted from the tool kit authorization.	271417a(1)
15		standard base level supply sys- tem (UNIVAC 1050-11) mas- ter name cards and other forms used for the same purpose	used to prepare listings of personnel authorized tool kit support	destroy on transfer or dis- charge of affected personnel.	271417a(2)
16		service stock balance record		destroy when item is deleted from equipment component lists.	271417b

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*Medical Equip-  
ment Manage-  
ment*

TABLE 66-3 (Continued)

## CURRENT TABLE

R U L E	A	B	C	D
	If documents are or pertain to	consisting of	which are	then
4	office appliance maintenance records	office appliance maintenance records, comparable forms, and related records	used to provide a historical maintenance record for each individual office machine	destroy when equipment is dropped from AF inventory.
5	medical equipment maintenance records  REPLACED BY PROPOSED RULES 34, 35, 36, 37, 38, & 39	medical equipment maintenance records and comparable forms that document the maintenance history of medical technical equipment		destroy on replacement of equipment item, or when item is otherwise disposed of. (Exception: When equipment item is transferred to another AF medical activity, records are forwarded with the equipment.)
6	ground weapons historical data	inspection, maintenance, and firing data on ground hand and shoulder weapons	for weapons transferred, donated, or sold per applicable AF directive	forward with related weapon. Destroy retained copies after 3 months.
7			made part of surplus property account	see table 68-2.
8			for weapons otherwise dropped from property account, i.e., destroyed, abandoned, reclaimed, salvaged, lost or missing	destroy 3 months after abandonment of search or physical disposition.
9	launch site historical data	documentation reflecting variances and adjustments to be considered when aligning the weapons system in silo to assure combat readiness configuration	used for research and verification of alignment for each missile weapons system installed during launch site occupancy	destroy on deactivation of launch site facility, or when replaced by a new series missile.

Note: Turn-in film eligible for disposal to redistribution and marketing activity on a quarterly basis for recovery of silver content.

AFM 12-50 (C11)

10 January 1973

10-144.2