

# INACTIVE - ALL ITEMS SUPERSEDED OR OBSOLETE

## **Schedule Number: NC1-AFU-81-60**

All items in this schedule are inactive. Items are either obsolete or have been superseded by newer NARA approved records schedules.

### Description:

In 1989, Air Force submitted N1-AFU-90-003 to cover all of their temporary items in AFR 12-50, Volume II, Disposition of Air Force Records (dated 1987) under a single job number. The items on this schedule are temporary. It is assumed that the items on this schedule were therefore superseded by N1-AFU-90-003.

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

Information Management and Resources Division

4. NAME OF PERSON WITH WHOM TO CONFER

Mrs. Grace T. Rowe

5. TEL EXT

694-3527

JOB NO

6/10/81  
NCI-AFU-81-60

DATE RECEIVED

June 19 1981

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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10

6-11-81  
Date

*John W. ...*  
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

D. SIGNATURE OF AGENCY REPRESENTATIVE

E. TITLE

5 JUN 1981

*Herbert G. Geiger*

HERBERT G. GEIGER, Chief  
Information Mgt and Resource Div

7.  
ITEM NO

8. DESCRIPTION OF ITEM  
(With Inclusive Dates or Retention Periods)

9.  
SAMPLE OR  
JOB NO

10.  
ACTION TAKEN

EQUIPMENT MANAGEMENT SYSTEM (TABLE 67-11)

(Applicable Air Force-Wide)

1

The purpose of this submission is to expand column B of rule 43 to include the Daily Document Register (DO4). We will delete the DO4 from column B, rule 45. The DO4 is maintained as a method of notifying the custodian of changes effected against the custodian's account. When the new Custodian Authorization/Custody Listing Receipt (CA/CRL) is produced, these changes will be reflected and the need for the DO4 no longer exists.

NCI-AFU-80-27

*Closed Out: 6-15-81: K.T.D.  
Copies to NNM & Agency*

TABLE 67-11 (Continued)

N U L E	A	B	C	D
	If documents are or pertain to	consisting of	which are	then
40	equipment custodian file	Custodian Authorization/Custody Receipt Listing (CA/CRL) and weapons serial number listing	custodian copies	destroy superseded material upon receipt of updated listings or information.
41		information file on office machines, temporary issue receipts, requests for purchase, and warranty/guaranty documents		destroy when no longer required or purpose has been served.
42		suspense copies of custodian requests/receipts		
43		* completed copies of custodian requests/receipts/Daily Docu- ment Receipt (DO4)		destroy upon receipt of new CA/CRL.
44		adjustment documents; records pertaining to inventory actions, that is, Government property lost or damaged (GPLD), reports of survey, etc.		destroy when no longer required or purpose has been served.
45		*Custodian Request Log		destroy after 1 year.

~~TABLE 67-11 (Continued)~~
