

74342 12/11  
**REQUEST FOR AUTHORITY  
TO DISPOSE OF RECORDS**

(See Instructions on Reverse)

<b>LEAVE BLANK</b>	
DATE RECEIVED <b>FEB 01 1974</b> <span style="float: right; font-size: 1.5em;">N C</span>	JOB NO. <b>174-140</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.	
2-13-74 Date	<i>James B. Phelan</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**

2. MAJOR SUBDIVISION

**DIRECTORATE OF ADMINISTRATION**

3. MINOR SUBDIVISION

**DOCUMENTATION SYSTEMS DIVISION**

4. NAME OF PERSON WITH WHOM TO CONFER

**Mr. E. F. Villiard**

5. TEL. EXT.

**11-29 239**

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.

**31 JAN 1974**

*Herbert G. Geiger*

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

(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>FUELS, PROPELLANTS AND CHEMICAL RECORDS (144-1) (Applicable Air Force-wide)</b></p> <p>The proposed changes are prompted by the Defense Supply Agency assumption of Air Force POL stations effective 1 July 1973. A break-out of rule 1 provides for the retention of DD Forms 1155 (Order for Supplies or Services and related documents) and DD Forms 250 series documents (Material Inspection and Receiving Report) for 6 years after the contract expiration date. Also, under this new arrangement, records covered by rule 3 are no longer required. Copies of AFM 12-50, table 144-1 and the revised draft are attached.</p> <p>Concurrent review and approval is being requested of GAO.</p>	NN170-33	

**144. Fuels, Propellants, and Chemicals.** This table covers documentation pertaining to programming, procuring, receiving, storing, and distributing all liquid and gaseous fuels, propellants, and chemicals. It includes use of storage and handling facilities and pertinent equipment, the refueling service program, bulk petroleum redistribution and base storage programs, quality surveillance, and testing and inspection services.

TABLE 144-1

FUELS, PROPELLANTS, AND CHEMICALS RECORDS

R	A	B	C	D	Supersedes
E	If documents are or pertain to	consisting of	which are	then	AFM 181-5 1 Dec 66 paragraph
1	aviation fuel and ground petroleum and cryogenic products	★FOB origin receipts, storage, issue, and item accounting records	at base fuel activities	destroy after 2 years.	
★ 1.1		orders placed for and receipt documentation for products from contract sources		destroy 6 years after contract expiration date	
2		estimates of requirements and activities analyses		destroy after 1 year.	
3		RESERVED			
4		USAF fuel and oil report	at HQ USAF, MAJCOMs, and Directorate of AF Aerospace Fuels (SAAMA)	destroy after 2 years.	
		fuel requirements reports submitted by SAC activities to HQ SAC	for mission training at overseas bases listing requirements over those shown in air operation schedules	destroy after 6 months.	
5.1	aviation fuel and ground petroleum products	certificates of tax exemption furnished by contract, charter and civil aircraft operators	furnished base fuel activities	destroy after 4 years.	
6	missile propellant test records	laboratory test reports of fuels, hydraulic fluids, lube oil, cooling agent, water, and metals	at testing laboratories	destroy after 5 years.	
7		helium requirements data and forecast of propellant report	★ at AF bases reporting requirements to SAAMA (SPS)	destroy after 3 years.	
8	USAF invoice	covering purchases of aviation fuel and oil from domestic commercial firms, Government activities other than AF, or foreign government sources	furnished base operations office in accordance with AFR 67.24	destroy 2 years after end of the TX in which purchase was made.	

TABLE 144-1 (Continued)

R U L E	A	B	C	D
	If documents are or pertain to	consisting of	which are	then
9	computation of tolerances	inventory (USAF Stock Fund- FUEISDiv)	used as source data in developing tolerances and variances	destroy after 3 years.
10	liquid fuels supervisor records	physical profile serial report, certificate of competency, request for certification/recertification and approval	at requesting and approving activities	destroy upon recertification or ineligibility of individual.
11	inspection documents	documents covering inspection of permanently installed base bulk fuel storage systems, and base thrust augmentation storage systems	accumulated through servicing, inspection, preventive maintenance, repair, overhaul, and reclamation	destroy after 6 months.
12 ★	historical or status data for environmental protective equipment associated with liquid rocket missiles	documents pertaining to servicing, inspection, calibration, lubrication, or status of protective clothing, environmental control units and portable liquid air storage containers	local documents for environmental control unit 120 day or 150 fill inspections	destroy after 120 day or 150 fill inspection.
13 ★			environmental control unit fill documents for accomplishment of backpack fills or topoffs	destroy at next 120 day or 150 fill inspection, or after "prior fill" and "prior topoffs" entries have been completed on new form.
14 ★			inspection, calibration, lubrication documents for protective equipment	maintain completed forms until the next periodic function is accomplished and documented on a new form, then destroy old form.
15 ★			liquid air storage tank active storage status documents	use form after unit is filled until unit is recycled to inactive storage, then destroy prior to next fill.

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TABLE 144-1

FUELS, PROPELLANTS, AND CHEMICALS RECORDS

R U I E	A	B	C	D
	If documents are or pertain to	consisting of	which are	then
1	aviation fuel and ground petroleum and cryogenic products	receipts, storage, issue, and item accounting records	at base fuel activities	destroy after 2 years.
2		estimates of requirements and activities analyses		destroy after 1 year.
3		USAF fuel and oil report	at AF POL retail distribution stations and other overseas and CONUS reporting activities	destroy 1 year after end of FY to which they pertain.
4			at HQ USAF, MAJCOMs, and Directorate of AF Aerospace Fuels (SAAMA)	destroy after 2 years.
5		fuel requirements reports submitted by SAC activities to HQ SAC	for mission training at overseas bases listing requirements over those shown in air operation schedules	destroy after 6 months.
5.1	aviation fuel and ground petroleum products	certificates of tax exemption furnished by contract, charter and civil aircraft operators	furnished base fuel activities	destroy after 4 years.
6	missile propellant test records	laboratory test reports of fuels, hydraulic fluids, lube oil, cooling agent, water, and metals	at testing laboratories	destroy after 5 years.
7		helium requirements data and forecast of propellant report	at AF bases reporting requirements to SAAMA (SAO)	destroy after 3 years.
8	USAF invoice	covering purchases of aviation fuel and oil from domestic commercial firms. Government activities other than AF, or foreign government sources	furnished base operations offices in accordance with AFR 67-24	destroy 2 years after end of the FY in which purchase was made.

TABLE 144-1 (Continued)

R U L E	A	B	C	D
	If documents are or pertain to	consisting of	which are	then
9	computation of tolerances	inventory (USAF Stock Fund-AVFUEL Div)	used as source data in developing tolerances and variances	destroy after 3 years.
10	liquid fuels supervisor records	physical profile serial report, certificate of competency, request for certification/recertification and approval	at requesting and approving activities	destroy upon recertification or ineligibility of individual.
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