

REQUEST FOR RECORDS DISPOSITION AUTHORITY <i>(See Instructions on reverse)</i>		LEAVE BLANK (NARA use only)			
TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		JOB NUMBER 71-AFU-03-12	DATE RECEIVED 2-7-2003		
1. FROM (Agency or establishment) DEPARTMENT OF THE AIR FORCE		NOTIFICATION TO AGENCY			
2. MAJOR SUBDIVISION DIRECTORATE OF COMMUNICATIONS OPERATIONS					
3. MINOR SUBDIVISION FORCE AND INFORMATION MANAGEMENT DIVISION		In accordance with the provisions of 44 U.S.C. 3303a the disposition request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.			
4. NAME OF PERSON WITH WHOM TO CONFER	5. TELEPHONE			DATE	ARCHIVIST'S INITIALS
OLTHEA S. CROOM Air Force Records Officer	(703) 588-6194				WITHDRAWN 11-23-04

6. AGENCY CERTIFICATION
I hereby certify that I am authorized to act for this agency in matters pertaining to the disposition of its records and that the records proposed for disposal on the attached 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, under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies,

is not required; is attached; or has been requested.

DATE 3 Feb 03	SIGNATURE OF AGENCY REPRESENTATIVE <i>Olthea S. Croom</i> OLTHEA S. CROOM	TITLE AIR FORCE RECORDS OFFICER
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7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
1	<p>Electronic copies created on electronic mail and electronic input records (word processing, form filler software) will be deleted after recordkeeping copy has been produced and when no longer needed for reference, updating, revision, or dissemination.</p> <p style="text-align: center;">NUCLEAR WEAPONS LOGISTICS AND ACCOUNTABILITY PACKAGING AND MATERIAL HANDLING RECORDS (TABLE 21-23) (Applicable Air Force-Wide)</p> <p>This submission has substantive changes to the entire table.</p> <p>Specific changes are discussed on the attached decision logic table.</p>		WITHDRAWN 11-23-04

cc Agency, NR, NWM, NWMU

TABLE 21-23

NUCLEAR WEAPONS LOGISTICS AND ACCOUNTABILITY

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	Then
1	Accountable records for nuclear weapon, DOE major assemblies and components Documenting change of accountable officer	Accountable officer appointment orders and certificates of transfer of accountability		destroy 12 years after inactivation of account AUTH:
2	Special weapon information management (SWIM) current, original records on electronic media	system stock records, trailer records, and document control registers (AF Forms 105f-6, AF Form 1765, AF Form 36, or automated equivalents)		destroy after 2 years AUTH:
3	Special weapon information management (SWIM) Original, historical records on electronic media			destroy 2 years after database reinitialization or 7 months after audit of accounts, whichever is later AUTH:
4	Special weapon information management (SWIM) Daily, weekly or monthly backup copies of current			destroy when no longer needed AUTH:
5	Special weapon information management (SWIM) Paper copies			destroy when no longer needed AUTH:
6	SWIM transaction history files Current, original records on electronic media			destroy after 2 years AUTH:
7	SWIM transaction history files Original, historical records on electronic media		destroy 2 years after transaction history backup or 7 months after audit of accounts, whichever is later AUTH:	
8	Original or certified signed receipts and shipment documents created in the	issue and turn in documents, inventory adjustment vouchers, stock change vouchers (DD Forms 1348-1A, DOE/NRC Forms 741, DD	Maintained by the accountable officer	destroy after 2 years AUTH:

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	current fiscal year	Forms 1150, AF Form 85A, AF Form 160, or automated equivalent		
9	Original or certified signed receipts and shipment documents created in prior fiscal year		Maintain by the accountable officer	destroy after 2 years or 7 months after audit of accounts which, whichever is later AUTH:
10	Custody transfer and accountability of nuclear weapons	Custody revalidation listing, issue and turn-in documenting transfer between the accountable officer and weapons custodian and stock change vouchers affecting items in custody of the weapons custodian a (DD Form 1150, AF Form 160, or automated equivalents)	Maintained by the weapons custodian	destroy after the next account custodian revalidation AUTH:
11	Temporary hand receipts for items pending receipt verification (AF Form 1297)		Maintained by the accountable officer	destroy after formal receipt verification and issue document is signed AUTH:
12	Custody transfer documents (granting temporary custody of weapons)	transfer documents between the weapons custodian and subsequent individuals granted temporary custody of weapons (DD Form 1150, AFTO Form 349 or automated equivalent)		destroy after the item is returned to the original weapons custodian AUTH:
13	Custody transfer documents for ICBM warheads on alert	Custody transfer documents for ICBM warheads on alert (AF Form 514, AF Form 524 or automated equivalent)		destroy 2 years after weapons are returned AUTH:
14	Build-up documents certifying configuration of multi carriage weapons not on AF Form 1764	Build-up documentation certifying configuration of multiple carriage weapons (pylons and launchers)		destroy when superseded or no longer needed AUTH:
15	Build-up documents certifying configuration of multi carriage weapons on AF Form AF Form 1764 (weapons custodian)		maintained by the weapons custodian	destroy when superseded or no longer needed AUTH:
16	Build-up documents certifying configuration of multi carriage weapons on AF Form AF Form 1764 (accountable officer)		maintained by the accountable officer	destroy after 2 years or 7 months after audit of account, whichever is later AUTH:
17	Courier receipts (DD Forms 1191, AEC or AD Forms 60 or automated	Records relating to shipment or receipts affecting account balance		maintain with receipt/shipment documents AUTH:

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	equivalent) affecting account balance			
18	Courier receipts (DD Form 1911, AEC or AD Form 60 or automated equivalent) items not picked on account	Relating to overnight or temporary storage when items are not picked up on account		destroy 90 days after items leaves station AUTH:
19	Inventory records documenting an inventory occurring in conjunction with a change in accountable officer	Certificate of inventory, inventory count cards, and blind inventory worksheets (see rule 1 in this table for certificate of transfer of accountability.		destroy 1 year after the accountable officer is relieved by a subsequent transfer or 2 years after the date of the inventory, whichever is later AUTH:
20	Inventory records documenting an annual, or semi-annual periodic inventory	Certificate of inventory, inventory count cards, and blind inventory worksheets (see rule 1 in this table for certificate of transfer of accountability, semi-annual inventory (SIR), SIR reconciliation message, saddle bag inventory letter, appointment orders for inventory verifying officer		destroy 2 years after the date of the inventory AUTH:
21	Audit of accounts performed in conjunction with a semi-annual inventory	Appointment orders for auditing officer, certificate of audit, and report of audit	WITHDRAWN	destroy with semi-annual inventory records AUTH:
22	Audit reports and associated correspondence	Reports generated as a result of other audits		destroy after 2 years AUTH:
23	Status reporting of JCS reportable items maintained by accountable officer	Status change reports for JCS reportable items (AF Forms 1764 or automated equivalent)	11-23-04	destroy after 2 years later or 7 months after audit of account, whichever is later AUTH:
24	Status reporting of JCS reportable items maintained by other offices			destroy when no longer needed AUTH:
25	Weapon status report (WSR)			destroy 7 months after the next SIR reconciliation or account audit, whichever is later AUTH:
26	Stockpile emergency verification (SEV)	SEV initiation message, termination message, after action report, phase II completion report weapons custody listing, and phase I & II inventory count sheets		destroy 2 years after SEV or SEV test AUTH:

27	Logistics movement of weapons between bases	Nuclear Ordnance Shipping Schedules (NOSS), Movement Transfer Order (MTO) requests, MOT consignment notifications, Special Assignment Airlift Mission (SAAM) directives, SAAM itinerary messages, Limited Life Component (LLC) forecast and scheduling message, time change item schedules, time change items support messages, DOE Transportation Safeguard Division(SD) trip notification	Maintained by MAJCOMs logistic agencies	destroy after 1 year or when no longer needed, whichever is later AUTH:
28	Logistics movement of weapons between bases (accountable officer at base level)		Maintained by accountable officer at base level	destroy 90 days after last action is completed AUTH:
29	Logistics movement of weapons between bases (other offices)		Maintained by other offices	destroy when no longer needed AUTH:
30	Second destination transportation forecast			destroy when no longer needed AUTH:
31	DOE managed spare parts and equipment	DOE Spares Reparable Listing, DOE Spare Parts Listings, Tailored List of Spares		destroy when superseded or no longer needed AUTH:
32	Unit Spares Authorization Listing			destroy when superseded AUTH:
33	Requisition requests			destroy when items are received
34	Receipts for non-repairable parts			destroy after items are transferred to maintenance personnel
35	Receipt, shipment, issue and turn-in documents created in the current fiscal year	(DD Form 1348-1A, AF Form 2005, or automated equivalents) for reparable parts	Maintained by the accountable officer	destroy 30 days after DOE receipt of materials AUTH:
36	Receipt, shipment, issue and turn-in documents created in prior fiscal years		Maintained by the accountable officer	destroy after 2 years AUTH:
37	Unit DOE equipment authorization listing			destroy when superseded AUTH:
38	Receipt and shipment documents for equipment		Maintained by the custodian for DOE equipment	destroy after the next equipment inventory validation listing is certified AUTH:
39	Equipment and parts disposition			destroy after disposition instruction are received

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				and all action are completed
40	Recurring reports	Container asset report		destroy after the next semi-annual validation report AUTH:
41	Employment suitability reports	NOCM practice bomb repots, location inventory listing		destroy when superseded or no longer needed AUTH:

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