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| 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 N1-AFU-90-30 | DATE RECEIVED 2/26/90 |
| 1 FROM <i>(Agency or establishment)</i> DEPARTMENT OF THE AIR FORCE | | NOTIFICATION TO AGENCY | |
| 2 MAJOR SUBDIVISION DIRECTORATE OF INFORMATION MANAGEMENT | | In accordance with the provisions of 44 USC 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the disposal request including amendments is approved except for items that may be marked 'disposition not approved or withdrawn' in column 10.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 MANAGEMENT POLICY BRANCH | | | |
| 4 NAME OF PERSON WITH WHOM TO CONFER Pierre J. Jost | 5 TELEPHONE EXT 694-3527 | DATE 5/24/90 | 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 THREE 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 22 FEB 1990 | C SIGNATURE OF AGENCY REPRESENTATIVE <i>Grace T Rowe</i> | D TITLE GRACE T. ROWE, Chief, Rcds Mgt Policy Branch Directorate of Information Mgt |
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| 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 | 9 GRS OR SUPERSEDED JOB CITATION | 10 ACTION TAKEN 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> |
|-----------|--|----------------------------------|---|
| 1 | <p>EQUIPMENT MANAGEMENT SYSTEM (TABLE 67-11, RULES 40 AND 41) (APPLICABLE AIR FORCE-WIDE)</p> <p>In our regulation on the disposition of Air Force records we have six different rules for the disposition of the Equipment Custodian Files. Our people in the field complained to us that it is difficult to set up their files since we have various rules of different segments of the file. They suggested that we consolidate the six rules into one with a disposition of "destroy when superseded or no longer needed." We contacted the office responsible for the creation and maintenance of these records and they recommended that we consolidate the present rules 40 and 43 into a new rule 40. Likewise, rules 41, 44, 45 and 46 will become rule 41. The present rule 42 will stay as is.</p> <p>Request you approve this rule.</p> | | |

TABLE 67-11

TITLE OF TABLE
EQUIPMENT MANAGEMENT SYSTEM

| R U L E | A If the records are or pertain to | B consisting of | C which are | D then |
|------------------|--|---|------------------|--|
| *40 | equipment custodian file | Custodian Authorization/ Custody Receipt Listing (CA/CRL); weapons serial number listing; copies of approved custodian requests for equipment, receipts and other records which affect the CA/CRL balance and daily document register (DO4) | custodian copies | destroy superseded material once updated CA/CRL and/or weapons serial number listings have been received, examined and all outstanding actions have been verified as complete. |
| *41 | | custodian request log; information file on office machines; temporary issue receipts; requests for purchase; warranty/guarantee records; adjustment records; records pertaining to inventory actions, that is, government property lost or damaged (GPLD) and reports of survey, etc; records relating to the request to base supply activities for training equipment, notification of action taken on | | destroy when all outstanding actions are complete and records are no longer needed. |

request, and return of equipment to base supply activities including issue/turn-in slips and related correspondence; approved copies of request for office furniture which require approval by the unit commander

TABLE 67-11. CONTINUED

| R U L E | A | B | C | D |
|------------------|--------------------------------------|---|--|--|
| | If the records are or pertain to | consisting of | which are | then |
| 36 | | signed copy | at EMO/BEMO and individual is discharged, released from active duty, or personal retention requirement is terminated | send to CBPO Reenlistment & Separation Unit for disposition per AFR 35-44 (see table 35-1, rule 1) |
| 37 | | originals | retained by individual equipment function after events in rule 36 | destroy 6 months after turn in of all equipment. |
| 38 | | equipment record for emergency deployment pertinent to cost category II items | | destroy when items are returned to the custodian |
| 39 | | registers of expendable and nonexpendable, non-returnable items | at individual equipment function | destroy 90 days after date-of last entry |
| 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 records, adjustment records; records pertaining to inventory actions, that is, government property lost or damaged (GPLD), reports of survey, etc | | destroy when no longer needed. |
| *42 | | suspense copies of custodian requests/receipts which require approval above wing level or special base level coordination | | hold with supporting record until all action is complete, then file it in the completed file. |
| *43 | | copies of custodian requests which require approval above wing level or special base level coordination, receipts and other records which affect the CA/CRL balance, and daily document register (D04) | | destroy upon receipt of new CA/CRL or 90 days after issue date. |
| *44 | training equipment issue and turn-in | records relating to the request to base supply activities for training equipment, notification of action taken on request, and return of equipment to base supply activities, including issue/turn-in slips and related correspondence | | destroy on turn-in of equipment. |
| *45 | equipment custodian file | Custodian Request Log | | destroy after 1 year; earlier disposition authorized, if no longer needed. |
| *46 | | approved copies of requests for office furniture which require approval by the unit commander | | destroy after 1 year |

TABLE 67-12

MATERIEL UTILIZATION PROGRAM RECORDS

| R U L E | A | B | C | D |
|------------------|--|---|---|-------------------------|
| | If the records are or pertain to | consisting of | which are | then |
| 1 | requirement and asset data registered in the DO67 system | summary products | at the materiel utilization control office (MUCO) | destroy after 2 years. |
| 2 | | DO67 system master record in National Stock Number sequence | | destroy after 1 year |
| 3 | excess item data | high dollar excess items | | destroy after 6 months. |
| 4 | | excess summary products | | destroy after 2 years. |