

**REQUEST FOR RECORDS DISPOSITION AUTHORITY**

(See Instructions on reverse)

LEAVE BLANK (NARA use only)

JOB NUMBER

NI-APU 92-33

DATE RECEIVED

9/25/92

NOTIFICATION TO AGENCY

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disposition request, including amendments is approved except for items that may be marked disposition not approved or withdrawn in column 10

DATE *for* ARCHIVIST OF THE UNITED STATES

12/21/92

*James T. Rowe*TO NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR)  
WASHINGTON, DC 204081 FROM (Agency or establishment)  
DEPARTMENT OF THE AIR FORCE

2 MAJOR SUBDIVISION

Directorate of Information Management

3 MINOR SUBDIVISION

Policy Division, SAF/AAIA

4 NAME OF PERSON WITH WHOM TO CONFER 5 TELEPHONE

Mr. R. P. Dwyer

703-614-3494

## 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

SEP 21 1992

SIGNATURE OF AGENCY REPRESENTATIVE

*Grace T. Rowe*

TITLE

GRACE T. ROWE

Chief, Records Mgmt Policy Branch  
Directorate of Information Mgmt7  
ITEM  
NO

8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION

9 GRS OR  
SUPERSEDED  
JOB CITATION10. ACTION  
TAKEN (NARA  
USE ONLY)

ONE-TIME AUTHORIZATION FOR EARLY DISPOSAL  
OF SHORT TERM TEMPORARY RECORDS DUE TO  
CLOSURE OF SONDRESTROM AIR BASE, GREENLAND

Request NARA approval allowing Sondrestrom Air Base to destroy their temporary records listed in attachment 1, as requested by NARA per attachment 2. Attachment 1 is an extract of the base's submission, as 78% of its listed records were already designated by NARA in prior base closure actions as either eligible/not eligible for early destruction. These records are normally scheduled for destruction between Jan 1993-Jan 1997.

SONDRESTROM AIR BASE SHORT-TERM RECORDS

<u>TABLE/RULE</u>	<u>DESCRIPTION</u>	<u>DISPOSITION</u>
T4-2, R3	Stamp Stock (Stamp Requisitions)	6 Months
T4-2, R5	Penalty Mail Stamp (Daily Record of Stamps)	1 Year
T4-2, R10	Postage Meter Operations (Report of Meter Setting)	2 Years
T4-2, R15	Postal Accounts Audit Summary	6 Months
T4-2, R17	Postal Accounts Audit Record	1 Year
T4-4, R1	Receipt and Dispatch of Mail (for Registered Mail)	2 Years
T4-4, R2	Receipt and Dispatch of Mail (for Nonregistered Mail)	1 Year
<del>T4-5, R8</del>	<del>Claims Paid by USPS and UPS</del>	<del>2 Years</del> <sup>1</sup> <del>WITHDRAWN</del>
T4-5, R11	Postal Tracers	2 Years
T4-5, R12	Designation/Termination of Postal Clerks	2 Years
T4-5, R16	Postal Bulletins	6 Months
T60-1, R24	Air Traffic Control Minutes of Meetings	2 Years
T66-1, R4.1	Maintenance Management-Technical Order Improvement and Deficiency Reporting Log	1 Year
T66-2, R9	Base-Level Contracted Maintenance-at Contract Maintenance Offices	1 Year
T67-1, R6.1	Supply Management-Mission Capability (MICAP) Summary Listings (Daily)	90 Days
T67-11, R2	Equipment Management-Organizational Records (at Bases)	2 Years
T67-11, R7	Base Equipment Master File (BEMF)-Monthly File Report	1 Year
T67-11, R12	Equipment Management-Audit Trail Records	1 Year
T67-11, R35	Personal Clothing and Equipment Record, and Comparable Forms (Retained Copies)	6 Months

T77-1, R9	Vehicle Time Compliance Technical Orders (TCTOs)	1 Year
T77-1, R12	Motor Vehicle Information System Documents (Quarterly Operations)	1 Year
T144-1, R8	Aviation Fuel, and Fuel Ground Products (Reports and Records)	1 Year
T144-1, R14	Aviation Fuel Inspection Records	6 Months
T144-1, R15	Aviation Fuel Test Records	6 Months
T145-2, R7	Commissary Store Requisitioning, Receiving and Transfer Records	1 Year
T145-2, R16	Commissary Store Shipping Discrepancies	1 Year
T145-2, R22	Menu Planning Board Meetings	1 Year
T146-1, R7	Administration of Food Service Central Preparation Facilities-Subsistence Requests	1 Year
T168-1, R6	Medical Facility Inspection Reports (No Specific Problems)	3 Months
T170-2, R1	Base Civil Engineer Cost Accounting Reports	3 Years
T176-3, R27	Bingo-Signature Sheets Prizes Awarded	2 Years
T176-3, R28	Vending and Amusement Machine Reports	2 Years
T176-3, R31	Non-Appropriated Fund (NAF) Financial Management-Collection (Accounts Control Records)	4 Years
T177-19, R6	Paying and Collecting-Agent Officer's Accountability (Reimbursement Vouchers)	1 Year