

**REQUEST FOR AUTHORITY
TO DISPOSE OF RECORDS**

(See Instructions on Reverse)

6 items Air Force wide.

TO GENERAL SERVICES ADMINISTRATION,
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, D.C. 20408

1 FROM (AGENCY OR ESTABLISHMENT)
DEPARTMENT OF THE AIR FORCE, HQ USAF

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
11-29239

6 CERTIFICATE OF AGENCY REPRESENTATIVE

LEAVE BLANK	
DATE RECEIVED MAR 22 1974	JOB NO NC 174-178
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	
4-5-74 Date	<i>James B. Phoady</i> Archivist of the United States

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

20 MAR 1974

Herbert G. Geiger

HERBERT G. GEIGER, Chief
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 align="center">QUALITY ASSURANCE (74-3) (Applicable Air Force-wide)</p> <p>This new table will provide for the orderly main- tenance and disposal of quality assurance stamps used in management of the Air Force Quality Assurance program. These stamps represent the signature of the Quality Assurance Inspector who validates inspection of engineering and programs products to insure they meet established stand- ards, achieve system test parameters, verify scheme narratives, and insure condition of products installed, removed, serviced, reclaimed or manufactured is as stated and that status described by attached tags and labels is accurate. The retention periods proposed are considered adequate. A copy of proposed table is attached.</p> <p>(Submission of this request to GAO is not con- templated nor considered necessary.)</p>	NN170-33	

TABLE 74-3

QUALITY ASSURANCE

R U L E	A	B	C	D
	If documents are or pertain to	consisting of	which are	then
1.	Quality Assurance (QA) stamp documentation	documentation pertinent to requests for stamps from, and turn in of stamps to, the parent QA office, including letters of transmittal and acknowledgment of receipt		destroy 3 years after return of related stamps to parent QA office.
2.		documentation pertinent to the issuance of a stamp to an individual and to subsequent loss or turn-in.		destroy 3 years after final turn in of stamp by individual.
3.		semi-annual certification of accountability.		destroy after succeeding inventory and certification of accountability.
4.		perpetual inventory of stamps, including the type, stamp number, date of issue, and unit or individual's name.		destroy when superseded or obsolete.
5.		unissued stamps	at MAJCOM	destroy when unserviceable or when no longer needed as applicable.
6.			all other organizations.	forward to parent QA office when unserviceable or no longer required