

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

| | |
|---|--|
| LEAVE BLANK | |
| JOB NO | NC1-AFU-80-27 |
| DATE RECEIVED | 5-8-80 |
| 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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10 | |
| Date | 5-29-80 <i>James E. O'Heill</i> Acting Archivist of the United States |

TO **GENERAL SERVICES ADMINISTRATION,
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408**

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

2 MAJOR SUBDIVISION
1947 Administration Support Group (HQ USAF)

3 MINOR SUBDIVISION
Information Management and Resources Division

4 NAME OF PERSON WITH WHOM TO CONFER
Mrs. Grace T. Rowe

5 TEL EXT
694-3527

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 4 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified.

A Request for immediate disposal.

B Request for disposal after a specified period of time or request for permanent retention.

| | | |
|-----------------------------|--|--|
| C DATE <u>5 MAY 1980</u> | D SIGNATURE OF AGENCY REPRESENTATIVE <i>Herbert G. Geiger</i> | E. TITLE HERBERT G. GEIGER, Chief Information Mgt and Resource Div |
|-----------------------------|--|--|

| 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">EQUIPMENT MANAGEMENT SYSTEM RECORDS (Table 67-11, Applicable Air Force-wide)</p> <p>The purpose of this submission is to delete rules 5 and 6 and establish rules 40-45 to cover disposition criteria for the equipment custodian file prescribed in Chapter 8, Section E, AFR 67-23. These rules will avoid the present confusion as to the disposition of records the custodian is required to maintain. These records are required by the custodian to control and manage the assigned equipment.</p> | NN 170-33 | |
| <i>Copies to Agency + NINM</i> | | | <i>6 items</i> |

TABLE 67-11

EQUIPMENT MANAGEMENT SYSTEM RECORDS

| R U L E | A | B | C | D |
|------------------|-----------------------------------|---|------------------|---|
| | If documents are or pertain to | consisting of | which are | then |
| 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/quaranty documents | | destroy when no longer required or purpose has been served |
| 42 * | | suspense copies of custodian request/receipts | | |
| 43 * | | completed copies of custodian request/receipts | | destroy upon receipt of new CA/CRL |
| 44 * | | adjustment documents, Governments property lost or damaged (GPLD), reports of survey, etc | | destroy when no longer required or purpose has been served. |
| 45 * | | Custodian Request Log, Daily Document Register (D04) | | destroy after 1 year |
| | | | | |