

Wallace DW 6/9/83

REQUEST FOR RECORDS DISPOSITION AUTHORITY  
(See Instructions on reverse)

LEAVE BLANK	
JOB NO <b>NCI-AFU-83-96</b>	
DATE RECEIVED <b>6/9/83</b>	
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the disposal request including amendments is approved except for items that may be stamped disposal not approved or withdrawn in column 10	
<b>8-2-83</b> Date	<i>[Signature]</i> 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  
Directorate of Administration, HQ USAF

3 MINOR SUBDIVISION  
Documentation Management

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 3 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 3 JUN 1983	D SIGNATURE OF AGENCY REPRESENTATIVE <i>Grace T Rowe</i>	E TITLE GRACE T. ROWE Documentation Management Directorate of Administration
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7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
1	<p>SALES CONTRACT RECORDS (Table 68-1) (Applicable Air Force-wide)</p> <p>The SF115 is submitted per GRS 4 item 1.</p> <p>The purpose of this submission is to change the disposition of rule 1 from permanent to destroy 6 years after final payment. We see no reason to retain these records beyond the recommended 6 years after final payment holding period. See GRS 4 item 6a.</p> <p>There are seven cubic feet of these records in federal records centers (see list attached). They were retired by field echelons. The 6 year retention is requested since we can not determine if the retired records cover transactions of more than \$2,500 or less than \$2,500. The longer retention period should suffice for either.</p> <p>The Redistribution and Marketing function was transferred to Defense Property Disposal Service (DPDS) of the Defense Supply Agency (DSA) in June 1973. Copy of the transfer letter is attached.</p> <p>We have checked with the Defense Logistics Agency (DLA) (successor agency to DSA) and they are not interested in</p>	<p>NN-171-67 NN-170-33 GRS 4, Item 1 (submit SF115)</p>	1 item

115-107 Mass data change sheet required. Copy of job sent to agency and to NNM by R.A.W., 8-15-83.

ALL ERCS sent 8-29-83 by DMW.

Request for Records Disposition Authority – Continuation		JOB NO	PAGE OF 2 3
7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
	<p>the records in rule 1. They have not covered such precedential files in their records control schedule and do not wish to now.</p> <p>Tables 68-2 and 68-3 will be deleted from AFM 12-50. The records covered in these tables should have been destroyed since they were all eligible for destruction and their retention periods have expired since the 1973 transfer date.</p>		

AF  
1 August 1972

68. **Redistribution and Marketing.** This table covers documentation pertaining to utilization, conservation, or other disposition of personal property and exchange or sale of property in the custody of the AF Property Disposal Officer (not applicable to records covered in 67 series tables).

TABLE 68-1				
SALES CONTRACT RECORDS				
R U L E	A	B	C	D
	If documents are or pertain to	consisting of	which are	then
1	individual sales	record copies of invitations for bid, lists of property scheduled for sale, abstracts of bids, deposit slips for payment, and related correspondence	transactions that deviate from established precedents with respect to disposal of surplus real property and related personal property	*destroy 6 years after final payment