

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 NCI-AFU-85-3	DATE RECEIVED 10/19/84
1 FROM (Agency or establishment) DEPARTMENT OF THE AIR FORCE		NOTIFICATION TO AGENCY	
2 MAJOR SUBDIVISION Directorate of Administration, HQ USAF		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the disposal request including amendments is approved except for items that may be marked disposition not approved or withdrawn in column 10.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 Mgt Branch			
4 NAME OF PERSON WITH WHOM TO CONFER Grace T. Rowe	5 TELEPHONE EXT 694-3527	DATE Nov 25 84	ARCHIVIST OF THE UNITED STATES <i>[Signature]</i>
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 _____ 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 16 OCT 1984	C SIGNATURE OF AGENCY REPRESENTATIVE <i>Grace T Rowe</i>	D NAME AND TITLE OF AGENCY REPRESENTATIVE GRACE T. ROWE Records Mgt Branch
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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	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN 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>STOCK CONTROL AND DISTRIBUTION RECORDS (Table 67-9)</p> <p>The purpose of this submission is to change disposition of rule 1 from destroy after 1 year to destroy after 2 years. Table 67-8, rule 4 covering research documents supporting inventory adjustments requires retention of documents for 2 years. These documents are frequently the same documents covered by Table 67-9, rule 1. Table 67-9, rule 5 covering monthly transactions registers requires retention for 2 years. This is the printed information related to source documents covered by table 67-9, rule 1. The emphasis being placed upon identification of causes for inventory inaccuracies and the requirements for a Report of Survey, for adjustments over \$50,000, frequently necessitates research covering a two year period. However, when obvious discrepancies are found on transaction register they cannot be validated and supported by the voucher (source) document since it is not being retained longer than one year. The documents covered by the referenced tables are all related, cross supporting, used for the same purpose and should have compatible retention time frames.</p> <p><i>No mass data change sheet required. copy sent to agency by RAW on 11-28-84.</i></p>	NN-170-33	

TABLE 67-9

STOCK CONTROL AND DISTRIBUTION RECORDS (see note)

R U L E	A	B	C	D
	If the documents are or pertain to	consisting of	which are	then
1 *	source documents	credit/debit documents, material inspection and receiving reports, DOD single line item release/receipt documents, and documents bearing evidence (signature, dates, stamps, etc) of actual movement of materiel or partial issue of denial	pertinent to accountable-type transactions and containing valid document numbers, but are not mechanically received for direct input to the computer	destroy after 2 years.