

**REQUEST FOR AUTHORITY  
TO DISPOSE OF RECORDS**

*(See Instructions on Reverse)*

LEAVE BLANK	
DATE RECEIVED <b>FEB 15 1973</b>	JOB NO. <b>NN-173-147</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 "with-drawn" in column 10	
Date <i>2-28-73</i>	<i>James B. Rhoads</i> Archivist of the United States

**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

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

**R. E. REILLY, Chief**  
**Documentation Management Branch**  
**Directorate of Administration**

**12 FEB 1973**

*R. E. Reilly*

(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"><b>OPERATIONAL REQUIREMENTS (57-1)</b> <b>(Applicable Air Force-wide)</b></p> <p>The proposed disposal instructions are the result of a reevaluation of the need for item history files and provide more timely disposal of these files when they are no longer needed for reference; according to users, there is little or no requirement for these files 2 years after the item is phased out of the inventory. This evaluation has been confirmed and concurred in by the Air Force Logistics Command and the Office of Primary Responsibility (OPR) in the Office of Deputy Chief, Systems and Logistics, HQ USAF</p> <p>A copy of the proposed revision to rules 12, 13 and 14 of table 57-1, AFM 12-50, is attached.</p>	NN170-33	

10-121.1

12	item history file	procurement history current requirement worksheet and cataloging actions, asset reconciliation, disposal actions, and related data	for recoverable type (expendable repairable and expendable items valued at \$100. or more repairable at organizational and intermediate levels) items	destroy 2 years after item is phased out of Military Assistance Program and Air Force inventory (transfer item folder to appropriate item manager when item is moved to a higher or lower category, or a new item manager) (see note).
13			for non-recoverable economic order quantity (EOQ) expendable non-repairable and expendable valued at less than \$100. repairable at organizational and intermediate level type items	
14			for equipment ( non-expendable items valued at \$10. or more repairable at depot or comparable level and non-expendable items valued at \$10. or more repairable at organizational and intermediate levels	
15		worksheets suspense and control records and reports	at coordinating operational, and supporting activities	destroy when no longer needed.

Note: Destroy other record series relating to the item history file according to the appropriate tables and rules in this manual. Examples: Due in requirement report according to table 67-2 and transaction registers according to table 67-9.