

**REQUEST FOR AUTHORITY
TO DISPOSE OF RECORDS**

(See Instructions on Reverse)

1 item

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

LEAVE BLANK	
DATE RECEIVED DEC 10 1976	JOB NO. NC 1-AFM-77-48
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.	
12-30-76 <i>James E. O'Neil</i> (Date) <i>acting</i> Archivist of the United States	

1. FROM (AGENCY OR ESTABLISHMENT)

DEPARTMENT OF THE AIR FORCE

2. MAJOR SUBDIVISION

DIRECTORATE OF ADMINISTRATION

3. MINOR SUBDIVISION

DOCUMENTATION SYSTEMS DIVISION

4. NAME OF PERSON WITH WHOM TO CONFER

5. TEL. EXT.

MR. C.C. RATCLIFFE

756-2384

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

3 DEC 1976

Herbert G. Geiger
(Signature of Agency Representative)

**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
	<p>EQUIPMENT MANAGEMENT SYSTEM RECORDS (Table 67-11)</p> <p>(Applicable Air Force-wide)</p> <p>Proposed change to AFM 12-50, Table 67-11, Rule 3, would reduce retention period for reporting organizational files from 3 months after superseded to allow destruction 1 month after superseded.</p> <p>(Submission of this proposal to GAO is not contemplated nor considered necessary.)</p>	<p>NN 173-23</p>	

Copy to Agency 1-3-77

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
1	organizational records	minutes of equipment review panels, equipment utilization surveys, comparative analyses, review and evaluation studies, allowance document reviews, and related records	at MAJCOM and major subordinate commands	destroy after 10 years. (<i>Exception</i> : Destroy analysis source material and physical inventory reports when purpose has been served.
2			at AF bases	destroy after 2 years.
3	reporting organizational file (ROF)	mechanized cards, tapes, and/or listings which reflect equipment reporting status of each AF organization and wartime additive mission that requires equipment support		destroy 1 month after superseded.
4			USAF master ROF	destroy 1 year after superseded.
5	custody receipt records	listings and custodian request/receipts that reflect authorized equipment in use for each custody account	custodian copies	destroy suspended listings and custodian request/receipts when EMO/BEMO exchanges them for current updated original listings.
6			suspense copies	destroy when purpose has been served.
7	base equipment master file (BEMF)	monthly file report, which includes cards and/or tapes and listings	edited and corrected before submission to CEMO by BEMO	destroy BEMO listings after 1 year.
8				destroy cards after corrective actions have been annotated on the monthly listing.

TABLE 67-11 (Continued)

R U L E	A	B	C	D
	If documents are or pertain to	consisting of	which are	then
9			created under the standard base level supply system (UNIVAC 1050-11)	BEMO retains for 1 year for management and audit purposes, and destroys.
10		records described in rules 7 and 8, zero balance registers, and authorization documents	used to clear the property account when an activity is inactivated	destroy all property records on inactivation of an activity or when directed by the commander.
11		authorization documents	verification that the property account has been cleared	destroy 2 years after inactivation, or 2 years after the reports have been destroyed.
12	audit trail records	document control registers, suspense document files, completed document files, and applicable adjustment documents	removed from the BEMO for updating, and showing the audit trail stamp	destroy 1 year after completion of action.
13 ★	MEMO files			see table 167-1.
14	base tool issue records	standard base level supply system (UNIVAC 1050-11) tool kit custody receipt master cards, and other forms used for the same purpose	used to prepare the tool kit custody receipt listings	destroy when deleted from the tool kit authorization.
15		standard base level supply system (UNIVAC 1050-11) master name cards and other forms used for the same purpose	used to prepare listings of personnel authorized tool kit support	destroy on transfer or discharge of affected personnel.
16		service stock balance record		destroy when item is deleted from equipment component lists.