

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

2116180

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 Administrative Support Group (HQ USAF)

3 MINOR SUBDIVISION
Information Management and Resources Division

4 NAME OF PERSON WITH WHOM TO CONFER

5 TEL EXT

Preston B. Speed

694-3494

JOB NO

LEAVE BLANK

NCI-AFU-80-36

DATE RECEIVED

June 20, 1980

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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10

7-2-80
Date

James E. O'Neill
Archivist of the United States

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 6 JUN 1980	D. SIGNATURE OF AGENCY REPRESENTATIVE <i>Herbert G. Geiger</i>	E. TITLE HERBERT G. GEIGER, Chief Information Mgt and Resource Div
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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
	<p align="center">PERSONAL PROPERTY MOVEMENT AND STORAGE RECORDS (Table 75-3.1) (Applicable Air Force-wide)</p> <p>The purpose of this submission is to amend disposal authorities for various documents pertaining to the non-temporary storage of personal property. The documents are used in contractor selection, administrative control, audit, and determinations on entitlements. The General Accounting Office has approved the attached standards.</p> <p>Codes and acronyms in the attached decision logic table are GT for government rate, RN for 500 pound rate, RT for revised 500 pound rate, and MTMC for Military Traffic Management Command.</p>		<p align="right"><i>7 items</i></p>

*Copy to NNM, 7/3/80 R.A.W.
Agency closed 7-7-80*

TABLE 75-3.1

PERSONAL PROPERTY MOVEMENT AND STORAGE RECORDS

R U L E	A	B	C	D
	If documents are or pertain to	consisting of	which are	then
10	household goods nontemporary storage accounts system (NOTEMPS)	master rate file (basic agreement rate spread list, cost comparison list, and related papers)	used for auditing contractor rates and making cost comparisons between contractors	destroy 3 years after the files become inactive.
11		master record list and expiration date list	used for annotating actions, determining storage entitlements	destroy after 3 years.
11.1		alpha by contractor list, service order list, accounting classification summary list, and quarterly conversion to member's expense list	auditing rates against accounts, validating service orders against accounts, and accounting expenditures against storage	destroy after 6 months, or when purpose has been served.
12		"as required" transaction punch cards	used for reference until completion of all verifications of monthly and quarterly processing	destroy 3 months after the end of the quarter accumulated.
13		rate transaction punch cards	records of all transactions	retain latest GT (gov't rate) and latest RN and RT (revision) cards in active file; destroy superseded cards after 3 months (also see AFR 75-17).
14		(no change)	(no change)	(no change)

TABLE 75-3.1 (Continued)				
R U L E	A	B	C	D
	If documents are or pertain to	consisting of	which are	then
15		contractor facility files	all transactions with contractors having basic agreements with DOD	destroy 1 year after all storage accounts paid by the Government have been removed from the contractor's facility.
16		RCS: MTMC-20 report and quarterly management information list	used to report summary data to MTMC on storage actions and to validate against active files	destroy after 1 year.