

Air Force undifferentiated 1-item

Standard Form No. 115
Revised November 1951
Prescribed by General Services
Administration
GSA Reg. 8-IV-106
115-103

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS

(See Instructions on Reverse)

LEAVE BLANK	
DATE RECEIVED APR 16 1973	JOB NO. GN-173-218
DATE APPROVED	
NOTIFICATION TO AGENCY	
IN ACCORDANCE WITH THE PROVISIONS OF PUBLIC LAW 91-287 DISPOSAL OF ITEMS MARKED "DISPOSAL APPROVED" IS AUTHORIZED	
4-26-73 DATE	<i>James B. Choad</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. Richard J. Norman

5. TEL. EXT.
11/29239

6. CERTIFICATE OF AGENCY REPRESENTATIVE

I hereby certify that I am authorized to act for the head of this agency in matters pertaining to the disposal of records, and that the records described in this list or schedule of 1 pages are proposed for disposal for the reason indicated: ("X" only one)

A The records have ceased to have sufficient value to warrant further retention.

B The records will cease to have sufficient value to warrant further retention on the expiration of the period of time indicated or on the occurrence of the event specified.

HERBERT G. GEIGER, Chief
Documentation Systems Division
Directorate of Administration

9 APR 1973

Herbert G. Geiger
(Signature of Agency Representative)

(Date)

(Title)

7. ITEM NO	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	<p>TABLE OF ALLOWANCE/AUTHORIZATION RECORDS (67-5) (Applicable Air Force-wide)</p> <p>The attached addition to AFM 12-50, table 67-5, rule 14, is to provide disposal standards for control registers used to assign control numbers for allowance/authorization requests and to serve as a record of final action. The records will cease to have further value to the Air Force after expiration of the stated period.</p>		

TABLE 67-5 (continued)

January 1973

10-167



			ted in the equipment authorization inventory card files.
7		*are approved under temporary loan authority or pertain to rental of equipment	destroy on expiration of the loan authority and turn in of the equipment
8		list medical organization requirements approved by the MAJCOM	*retain as support documentation for the increased authorization. Annually, on receipt of approved copy of the consolidated listing (CL) from the MAJCOM, file the approved forms that support authorization changes and which are in the approved CL with accountable records of the past FY, and dispose of according to table 67-4
9		reflect approval of items WABCEMO, WABAFLC, and WABUSAF	destroy when equipment is no longer required or when item of equipment no longer requires WABCEMO, WABAFLC, and WABUSAF approval in applicable tables of allowance
10	(reserved)		
11	disapproved copies		destroy after 1 year
12	copies used for suspense action, and as an interim record pending preparation of formal equipment authorization inventory data (EAID)		destroy when actions are reflected in the EAID records
13	copies used for purposes other than requesting approval of changes in authorization		destroy request for issue, turn-in, and/or replacement of equipment after processing actions are complete
14	control registers	used to assign control numbers to control documents during processing	destroy after 1 year provided no irregularities exist (see table 175-2).

AFM 12-50-(C11)

Note: These forms are used to submit change requests to approving authorities when allowances are determined inadequate or excessive, or when equipment is unsuitable for the function prescribed. They also are used to list forecasts for equipment requirement, and to update existing EAID records.