

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 N1-AFU-91-25	DATE RECEIVED 4/10/91
1. FROM (Agency or establishment) DEPARTMENT OF THE AIR FORCE		NOTIFICATION TO AGENCY 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disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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.	
2. MAJOR SUBDIVISION Directorate of Information Management			
3. MINOR SUBDIVISION Policy Division, SAF/AAIA			
4. NAME OF PERSON WITH WHOM TO CONFER Mr. R.P. Dwyer	5. TELEPHONE EXT. 703-614-3494	DATE 6-14-91	ARCHIVIST OF THE UNITED STATES <i>James W. Moore</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 28 May 91	C SIGNATURE OF AGENCY REPRESENTATIVE <i>Grace T Rowe</i>	D TITLE Chief, Records Mgmt. Policy Branch Directorate of Information Mgmt.
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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	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN 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>
7	AUTHORIZATION FOR EARLY DISPOSAL OF SHORT-TERM TEMPORARY RECORDS ACCUMULATED BY CLOSING BASES Records listed on the enclosed sheets are approved for immediate destruction because they are no longer needed for administrative purposes and their early disposal would not adversely affect the legal rights of the U.S. Government or those affected by governmental activities. This authorization may be applied by other closing bases to effect the disposal of records covered by the same table and rule of AFR 12-50 so long as the reduction in retention period is not greater than the reduction approved in this job.		

Copies sent to Agency, NCF 6/19/91

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.	DATE RECEIVED
1. FROM (Agency or establishment)		NOTIFICATION TO AGENCY	
2. MAJOR SUBDIVISION		In accordance with the provisions of 44 U.S.C. 3303, 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			
4. NAME OF PERSON WITH WHOM TO CONFER		5. TELEPHONE EXT.	DATE
6. CERTIFICATE OF AGENCY REPRESENTATIVE		ARCHIVIST OF THE UNITED STATES	
<p>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 <u>6</u> 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 B of the GAO Manual for Guidance of Federal Agencies, is attached.</p> <p>A. GAO concurrence: <input type="checkbox"/> is attached; or <input checked="" type="checkbox"/> is unnecessary.</p>		<p>Mr. R. P. Dwyer</p> <p>702-614-3494</p>	
8. DATE	C. SIGNATURE OF AGENCY REPRESENTATIVE	D. TITLE	
28 MAR 1991	<i>Grace T Rowe</i>	GRACE T. ROWE Chief, Records Mgmt Policy Branch Directorate of Information Mgmt.	
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>
	<p>ONE-TIME AUTHORIZATION FOR EARLY DISPOSAL OF SHORT TERM TEMPORARY RECORDS DUE TO CLOSURE OF ZWEIBRUCKEN AIR BASE IN GERMANY</p> <p>Request NARA approval allowing Zweibrucken Air Base to destroy those temporary records listed in attachment 1.</p> <p>Zweibrucken Air Base will close in September 1991, and recommends the early destruction of specific base records. Their early destruction would result in significant costs savings to the government in terms of manpower, storage, and shipping costs; outweighing any possible administrative value.</p> <p>NARA told Air Force that Zweibrucken Air Base should transfer their temporary records with a retention period of less than nine years to the San Francisco Federal Records Center (attachment 2). If Zweibrucken Air Base has temporary records whereby their early destruction would not adversely affect Air Force operations or legal requirements, then prepare an SF 115 for their disposal.</p> <p>Air Force is concerned about the retention of X-rays. The records center told Zweibrucken Air Base to ship the X-rays (attachment 3), but we need more information before we can make a decision (attachment 4).</p>		

TABLE/RULE/DISP	DESCRIPTION OF RECORD	SCHEDULED DESTRUCTION DATE
T5-1 R3 (7 YEARS)	Regulations, Manuals, Supplements, Staff Digests, Pamphlets, Visual Aids, Periodicals - <i>below HQ USAF and Major Commands</i>	1 Jan 92-1 Jan 98
T6-1 R15 (1 YEAR)	Printing Duplicating/Micrographic/Copying Reports	1 Sep 91-1 Sep 92
T8-1 R13 (1 YEAR)	Consolidated Base Personnel Office Letters (Copies)	1 Jan 92
T10-3 R1 (1 YEAR)	Background Material to Orders in Rule 2, 2.1, and 4	1 Jan 92
T10-1 R2 (1 YEAR)	General Correspondence (Temporary)	1 Jan 92
T10-1 R14 (1 YEAR)	Staff Meeting and Conferences (not covered elsewhere) (Information Copies)	1 Jan 92
T10-3 R3 (1 YEAR)	Temporary Order	1 Jan 92
T10-3 R1	Background Material to Orders (<i>Listed Above</i>)	1 Jan 92
T11-1 R4	Office Administrative Files (<i>Destroy when no longer needed</i>)	1 Jan 93
T11-2 R13 (1 YEAR)	Fund-Raising Campaigns	1 Jan 92
T26-1 R18.1 (1 YEAR)	Manpower Change Request (Information Copy)	1 Jan 92
T30-4 R16 (1 YEAR)	System Change Requests	1 Jan 92
T30-1 R19 (2 YEARS)	Equal Opportunity Treatment Statistics	1 Jan 92, 1 Jan 93
T30-1 R15 (2 YEARS)	Drug/Alcohol Abuse Control Statistics	1 Jan 92, 1 Jan 93
T35-12 R1 (1 YEAR)	Test Control Rosters (Airmen)	1 Jan 92
T35-12 R2 (1 YEAR)	Airmen Ineligible for Promotion Roster ^{Testing}	1 Jan 92
T35-12 R3 (1 YEAR)	Airmen Promotion Testing Roster ^{Purge}	1 Jan 92
T35-12 R8 (1 YEAR)	Airmen Promotion Selection Monthly Listing	1 Jan 92
T35-12 R10 (1 YEAR)	Promotion Test Requirements	1 Jan 92
T40-7 R7 (2 YEARS)	CCPO Manpower Management Reports	1 Jan 92
T40-4 R4 (2 YEARS)	Performance/Incentive Awards	1 Jan 92
T40-2 R2.1 (2 YEARS)	Job Element Qualifications Questionnaires	1 Jan 92
T40-1 R26 (3 YEARS)	Personnel Management and Administration	1 Jan 92, 1 Jan 93
T40-2 R22 (2 YEARS)	Employee Placement Assistance (<i>Stopper Lists</i>)	1 Jan 92, 1 Jan 93

T40-2 R22.1	(2 YRS) Employee Placement Assistance - (Priority Placement Prog.)	1 Jan 92, 1 Jan 93
T40-2 R10	(2 YEARS) Promotions	1 Jan 92, 1 Jan 93
T40-1 R13	(2 YEARS) Chronological Journal File	1 Jan 92, 1 Jan 93
T40-3 R1	(5 YEARS) Annual Training, Development and Financial Plans	1 Jan 92, 1 Jan 93 1 Jan 94, 1 Jan 95
T40-3 R4	(2 YEARS) Training Through Installation Facilities	1 Jan 92, 1 Jan 93
T40-2 R12	(2 YEARS) Reduction-in-Force	1 Jan 92, 1 Jan 93
T50-1 R18	(1 YEAR) Training Summaries	1 Jan 92, 1 Jan 93
T50-1 R18	Training Summaries (Listed Above)	1 Jan 92
T50-2 R31	(1 YEAR) ATCs Certificate - Requests for Cancellation	1 Jan 92
T50-2 R40	(1 YEAR) ATCs Certificates Suspension/Withdrawal-Supporting Documents	1 Jan 92
T50-2 R41	(1 YEAR) ATC Training Schedules/Tests	1 Jan 92
T50-2 R43	(1 YEAR) ATC Facility Classification	1 Jan 92
T51-1 R4	(6 MONTHS) Flight Instructors Records	1 Aug 91-1 Dec 91
T56-1 R2.2	(2 YRS) Material Accounting Records (Destruction Reports)	1 Aug 91-1 Dec 91
T56-1 R6	(1 YEAR) Visitor Register	1 Jan 92
T56-1 R22	(1 YEAR) Certification Records	1 Jan 92
T56-1 R5.1	Accounts Inspection Reports (Destroy after MAJCOM Inspection)	1 Jan 92, 1 Jan 93
T56-2 R12	(1 YEAR) TEMPEST Reports	1 Jan 92
T60-3 R6.1	(1 YEAR) Changes to Aircrew Standardization Manual (AF Form 847)	1 Jan 92
T60-3 R10	(1 YEAR) Aircraft Arrivals and Departures	1 Jan 92, 1 Jan 93
T60-1 R24	(2 YEARS) Minutes of Meetings (Air Traffic Control Board)	1 Jan 92, 1 Jan 93 1 Jan 94
T60-1 R25	(1 YEAR) Operational Readiness <i>Evacuations</i>	1 Jan 92
T60-2 R3	(1 YEAR) Flight Plans	1 Apr 91-1 Apr 92
T66-1 R4.2	(1 YEAR) Material Deficiency Reporting and Investigating	1 Jan 92

T66-14, R2	(2 YRS) Government Owned Telephone Service, Cable and Terminal Transfer Records	1 Jan 92
T67-4 R14	(1 YEAR) Supporting Records (<i>Base Stock Record Accounts</i>)	1 Jan 92
T67-3 R1	(1 YEAR) Active Unit Property Record	1 Jan 92
T75-3 R3	(3 YEARS) Transportation Requests and Meal Tickets, MAC Transportation Authorizations (MTA) (also see Table 75-9)	1 Jan 92, 1 Jan 93
T85-4 R7	(2 YEARS) Work Control	1 Jan 93
T90-1 R6	(3 YEARS) Family Housing Survey Programming Questionnaire	1 Jan 92
T90-3, R11	(2 YRS) DD Form 2085 <i>(Unaccompanied Personnel Housing (UPH) Inventory and Utilization Data)</i> and Related Correspondence	1 Jan 92
T111-1 R6	(1 YEAR) All General Courts-Martial Records, and Special Courts-Marital Records Involving a Bad Conduct Discharge (<i>Copies</i>)	1 Jan 92
T111-1 R9	(1 YEAR) Special Courts-Martial Records Not Involving a Bad Conduct Discharge (<i>Copies</i>)	1 Jan 92
T111-1 R13	(1 YEAR) Summary Courts-Martial Records (<i>Copies</i>)	1 Jan 92
T111-1 R27	(1 YEAR) Records of Punishment Imposed Under Article 15, UCMJ (<i>Copies</i>)	1 Jan 92
T111-1 R34	(6 MONTHS) Court Reporter's Record Special Courts-Martials (Resulting in Conviction and not involving a Bad Conduct Discharge)	1 Jan 92-1 Apr 92
T111-1 R35	(1 YEAR) Court Reporter's Record (Special Courts-Maritals Resulting in Conviction and Involving Approved BCD; Article 32 Investigations, and General Courts-Martials (Resulting in Approved Convictions))	1 Jan 92-1 Jan 93
T111-1 R49	(5 YRS) Automated Military Justice Analysis and Management System (AMJAMS) Monthly Output Products/Reports	1 Jan 92, 1 Jan 93 1 Jan 94, 1 Jan 95 1 Jan 96
T111-1 R58	(1 YEAR) Strength Reports, Including Desire AMJ STG Produced as Result of AMJAMS/ADPS Interface	1 Jan 92
T111-1 R52	(1 YEAR) AMJAMS Source/Input Forms and Computerized Records (Data on Article 15 Punishments)	1 Jan 92
T111-1 R54	(2 YEARS) AMJAMS Source/Input Forms and Computerized Records (Data on Cases where Courts-Marital Charges are Preferred and Resulted in Trial by Courts-Martial)	1 Jan 92

T111-1 R55 (1 YEAR)	AMJAMS Source/Input Forms and Computerized Records (All Other Cases)	1 Jan 92
T112-1 R20 (5 YRS)	Claims Administration Management Program (CAMP) - below HQ USAF	1 Jan 92, 1 Jan 93 1 Jan 94, 1 Jan 95 1 Jan 96
T123-1, R3 (1 YEAR)	Inspection Reports not Otherwise Covered in this Table	1 Jan 92
T125-1 R14 (2 YRS)	Traffic Reports	1 Jan 92, 1 Jan 93
T125-1 R29.1 (1 YR)	MWD Program Status Reports	1 Jan 92
T125-1 R18 (2 YRS)	Firearms Authorization for Employees	1 Jan 93
WITHDRAWN T127-1 R8 (5 YEARS)	ward Reports	1 Jan 92
T127-2 R6 (1 YEAR)	Flight, Ground, and Munitions Mishap paraphrased Information Messages	1 Jan 92, 1 Jan 93
T136-2 R3 (1 YEAR)	Ammunition and Explosives Material (Inspection Reports)	1 Jan 92
T136-2 R2 (2 YEARS)	Ammunition and Explosive Material (ADR) (Disposition Reports)	1 Jan 92, 1 Jan 93
WITHDRAWN T160-4 R10	- Diagnostic X-Ray Films, including Ultrasound, Computed Tomography and Nuclear Medicine Films (see attached letter to HQ USAFE)	1 Jan 92
T161-1 R1 (2 YEARS)	Aerospace Medicine Reports	1 Jan 92, 1 Jan 93
WITHDRAWN T168-12 R1 (4 YRS)	Committee Meetings and Civilian Peer Review - at medical treatment facilities	1 Jan 92, 1 Jan 93 1 Jan 94, 1 Jan 95
T172-2 R2 (2 YRS)	Budget Development - Budget Copies - below Major Commands	1 Oct 91
T172-2 R2.1 (1 YR)	Budget Development - at other than budget offices	1 Oct 91, 1 Oct 92
T172-3 R3 (2 YEARS)	Allocation and Allotments	1 Oct 91, 1 Oct 92
T172-3 R15 (1 YEAR)	Statistical Control Data	1 Oct 91, 1 Oct 92
T176-6 R10 (2 YRS)	Ration Cards and Coupons (Affidavits Loss of Cards)	1 Jan 92
T176-6 R11 (2 YRS)	Ration Cards and Coupons (Control Registers)	1 Jan 92
T177-1 R3 (1 YEAR)	Statements of Certification (Financial)	1 Oct 91, 1 Oct 92
T177-21 R3 (3 YRS)	Leave and Attendance File	1 Oct 91
T177-32 R13 (2 MONTHS)	Data Collection Listings	1 Oct 91
T177-32 R30 (1 YEAR)	Control Logs	1 Oct 91, 1 Oct 92

T177-35 R4	(1 YEAR) Examinations, Inspections and Surveys	1 Oct 92
T182-2 R14	(2 YRS) Accountable Container Receipts	1 Jan 92, 1 Jan 93
T183-1 R6	(1 YEAR) Delivery Receipt for ARFCOS Material from Account	1 Jan 92
T20 ⁵ 7-1 R40	(1 YEAR) Survey, Inspections and Program Reviews (Security Inspections)	1 Jan 92
T205-1 R7	(1 YEAR) Security Control Records	1 Jan 92
T205-1 R15	(1 YEAR) Top Secret Control (Inventories)	1 Jan 92
T205-1 R18	(2 YRS) Record Suspense Receipt, and Destruction Certificate File	1 Jan 92, 1 Jan 93
T205-1 R7	Security Control Records <i>(Listed Above)</i>	1 Jan 92
T205-1 R19	(2 YRS) Security Termination Statements	1 Jan 92, 1 Jan 93
T205-1 R41	(1 YEAR) Surveys, Inspections and Program Reviews <i>(Security Reviews)</i>	1 Jan 92, 1 Jan 93
T207-1 R6	(1 YEAR) Aerospace Security Plan	1 Jan 92
T211-1 R15	(1 YEAR) Survivor Benefit Plan	1 Jan 92
T355-1 R29	(2 YRS) Plans <i>(Disaster Preparedness)</i>	1 Jan 93
T700-7 R6	(3 YRS) ADPE Site Environment	1 Jan 92
T700-8 R24	(1 YEAR) ADPE Utilization and Maintenance Forms	1 Jan 92
T700-9 R8	Telephone Toll Calls <i>(Destroy when no longer needed)</i>	1 Oct 91, 1 Oct 92
T700-9 R10	(2 YRS) Telephone, Telegraph, Teleautograph & Nontactical Radio Accounting Records	1 Jan 92
T700-16 R3-6	(1 YR) Systems Control Operations - Logs, Messages, Usage, etc.	1 Jan 92
T700-16 R1 ⁷	(1 YEAR) Systems Outage	1 Jan 92
T900-1 R2	(2 YEARS) Special Honors, Trophies, and Awards - <i>at initiating activities</i>	1 Jan 92
T900-1 R15	(1 YEAR) Favorable Communications <i>(Honors and Awards)</i>	1 Jan 92
T900-1 R16	(1 YEAR) Outstanding Personnel Programs	1 Jan 92, 1 Jan 93
T900-1 R40	(1 YEAR) Aircraft "Save" Awards <i>(Other than Approved/Disapproved)</i>	1 Jan 92
T900-1 R42	(1 YEAR) Air Traffic Controller Badge	1 Jan 92

REQUEST FOR RECORDS DISPOSITION AUTHORITY

(See Instructions on reverse)

LEAVE BLANK

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

JOB NO.

DATE RECEIVED

**1. FROM (Agency or establishment)
DEPARTMENT OF THE AIR FORCE**

NOTIFICATION TO AGENCY

**2. MAJOR SUBDIVISION
Directorate of Information Management**

In accordance with the provisions of 44 U.S.C. 3303, 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
Policy Division, SAF/AAIA**

4. NAME OF PERSON WITH WHOM TO CONFER

5. TELEPHONE EXT.

DATE

ARCHIVIST OF THE UNITED STATES

Mr. R. P. Dwyer

703-614-3494

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 15 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.

8. DATE

C. SIGNATURE OF AGENCY REPRESENTATIVE

D. TITLE

2 APR 1991

Grace T. Rowe

GRACE T. ROWE
Chief, Records Management Policy Branch
Directorate of Information Management

**7
ITEM
NO**

**8 DESCRIPTION OF ITEM
(With Inclusive Dates or Retention Periods)**

**9. GRS OR
SUPERSEDED
JOB
CITATION**

**10 ACTION
TAKEN
(NARS USE
ONLY)**

ONE-TIME AUTHORIZATION FOR EARLY DISPOSAL OF
SHORT TERM TEMPORARY RECORDS DUE TO CLOSURE
OF HELLENIKON AIR BASE IN GREECE

Request NARA approval allowing Hellenikon Air Base to destroy those temporary records listed in attachment 1.

Hellenikon Air Base will close in June 1991, and recommends the early destruction of specific base records. Their early destruction would result in significant costs savings to the government in terms of manpower, storage, and shipping costs; outweighing any possible administrative value.

NARA told Air Force that Hellenikon Air Base should transfer their temporary records with a retention period of less than nine years to the San Francisco Federal Records Center (attachment 2). If Hellenikon Air Base has temporary records whereby their early destruction would not adversely affect Air Force operations or legal requirements, then prepare an SF 115 for their disposal.

Air Force is concerned about the retention of X-rays. Request NARA approval to dispose of the listed X-rays or retain them in Europe until the normal January 1992 disposition.

RECORDS DATA

Y 75	SERIES DESCRIPTION (With inclusive dates of records) (f)	RESTRIC- TION (g)	DISPOSAL AUTHORITY (Schedule and item number) (h)	DISPOSAL DATE (i)	COMPLETED BY RECOR
					DISPOSITION (j)
	7206 AIR BASE GROUP INACTIVATION (STAGING AREA INACTIVATION)				
X	<u>SPOL (Law Enforcement)</u> Prisoner reports and Rosters, <u>chron.</u> 1983, 1 folder		T125-2, R8	Jan 92	8 YEARS
WITHDRAWN	<u>ACFM-1 (Material Section)</u> Accrued Expenditures Paid files, Chron., 85 Interfunds Oct 84- Jan 85 Interfunds Feb-Jun 85 Interfund Jun-Sep 85 Byothers		T177-18, R6	Jan 92	6 YEARS, 3 MONTHS
	<u>SGAS (Hospital Admin)</u> Regulations, Manuals, Supplements Staff Digests, Pamphlets, 1984, alphabetical		T5-1, R3	Jan 92	7 YEARS
	Byothers Vouchers Z001-Z0620				
WITHDRAWN	<u>ACFPT (Travel Pay)</u> Pay and Allowances (Mil & Civ), 1985, chronological		T177-8, R1	Jan 92	6 YEARS
	<u>IMP (Publications Management)</u> Regulations, Manuals, Supplements, Staff Digests, Pamphlets, 1984, alphabetical.		T5-1, R3	Jan 92	7 YEARS
15	<u>SVF (SERVICES DINING FACILITY)</u> Supporting Payments to Contractors, 1985, Organizational Audit Tapes, Jan-Apr 85 Audit Tapes, May-Aug 85 Audit Tapes, Sep-Dec 85 AF1131s, 79, 1254, DDF 1150s AFF 1339, Jan-Apr 85 AFF 1339, May-Dec 85		T146-1, R17	Jan 92	6 YEARS, 3 MONTHS
WITHDRAWN	<u>ACC (Cost Branch)</u> Reports of Survey Case Files, 1985, subjective.		T177-9, R1	Jan 92	6 YEARS
WITHDRAWN	<u>LGSPD (Document Control)</u> Supporting Records-Local Purchase Receipt Records, 1985, Chron.		T67-4, R14.1	Jan 92	6 YEARS, 3 MONTHS

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ATCH 1

WITHDRAWN	AC (Chap 1) Chaplain Funds, 1985, chron.	T176-3, R44.2	Jan 92	6 YEARS
WITHDRAWN	ACFC (Commercial Services) Control Logs for Disbursement & Collection Vouchers, 1985, numerical S1-S627 S628-S1285 S1286-S1885 S1886-S2490 S2491-S3110 S3111-S3767 S3768-S4246 S4247-S4383	T177-18, R11,	Jan 92	6 YEARS
WITHDRAWN	<u>SSF-6 (NAF Financial Ops)</u> Budgetary Data, Chron., 1986	T176-3, R1	Jan 92	5 YEARS
WITHDRAWN	SSF-3 (NAF Accounts Control) General Ledgers, chron., 1 listing, 1985.	T176-3, R14	Jan 92	6 YEARS, 3 MONTHS
WITHDRAWN	ACFC (Commercial Services) Commitments or Obligations, chron. 1985	T177-18, R12	Jan 92	6 YEARS, 3 MONTHS
WITHDRAWN	SSF-3 (NAF Accounts control) General Ledgers, chron., 1 listing, 1985	T176-3, R14	Jan 92	6 YEARS 3 MONTHS
WITHDRAWN	SSF-2 (NAF Payroll) Check Control, chron., 1985	177 T77-19, R9	Jan 92	6 YEARS 3 MONTHS
WITHDRAWN	<u>DEO (CE Operations)</u> Utilities Systems Operation, chron., 1986	T91-3, R3	Jan 92	5 YEARS
WITHDRAWN	ACFM-1 (Material Section) Accounts Receivable, chron., 1985 Oct 84 - Mar 85 Apr - Sep 85	T177-18, R4	Jan 92	6 YEARS 3 MONTHS
WITHDRAWN	<u>DERR (CE, Real Property)</u> Minutes of meetings-Facilities Board, chron., 1986	T86-3, R1	Jan 92	5 YEARS
WITHDRAWN	Status Records, chron., 1986	T90-1, R3	Jan 92	5 YEARS
WITHDRAWN	<u>DPMP (Promotions & Testing)</u> Airman Demotions recommendations, chron., 1986	T35-8, R11	Jan 92	5 YEARS
WITHDRAWN	<u>DPE (Education Office)</u> Education Services Program Report, chron., 1986	T213-1, R6	Jan 92	5 YEARS
WITHDRAWN	SGHL (Lab) Cytology Examination, Alphas., 1986	T160-3, R9	Jan 92	5 YEARS
WITHDRAWN	<u>SGM (Hospital Accountant)</u> Public Vouchers for Medical Services, numerical, 1986	T177-19, R17	Jan 92	5 YEARS

SGAS (Hospital Admin) Emergency Room Register, Chron., 1986	T168-3, R9	Jan 92	5 YEARS
<u>SSF-4 (NAF Inventory Control)</u> Cancelled Procurement Actions, chron., 86	T70-1, R9	Jan 92	5 YEARS
<u>SPAR (Pass & Registration)</u> Accountability Records, chron., 1986	T30-2, R15	Jan 92	5 YEARS
Destruction Certificates, chron., 1986	T30-2, R13	Jan 92	DESTROY AFTER AN EVENT
<u>SPS (Greek Customs)</u> Accountability Records, numerical, 1986 Rationcards, 545 & 213 forms	T30-2, R15	Jan 92	5 YEARS
<u>ACFC (Commercial Services)</u> Obligation Authority, chron., 1987	T177-18, R2	Jan 92	4 YEARS
<u>SGR (Patient Affairs)</u> CHAMPUS, chron., 1986	T168-2, R11.1	Jan 92	5 YEARS
Clinical Record Cover Sheets, Alphab., 1986	T168-3, R6	Jan 92	5 YEARS
<u>ACFPC-5 (Civilian Pay)</u> Income Tax Withholdings, numerical, 1987	T177-21, R8	Jan 92	4 YEARS
Reports, chron., 1987	T177-21, R14	Jan 92	4 YEARS
Obligation Authority, numerical, 1987	T177-18, R2	Jan 92	4 YEARS
<u>ACFA (Accounts Control)</u> Financial Statements Schedules & Reports Chron., 1987	T177-15, R6	Jan 92	4 YEARS
<u>SSF-5 (NAF)</u> Daily Reports, chron., 1987 Accounts Receivable, chron., 1987 (both items interfiled)	T176-3, R18 T176-3, R21	Jan 92 Jan 92	4 YEARS 4 YEARS
<u>AC (Comptroller)</u> Consolidated Statements & Reports, subjective, 17 folders, 1987	T177-1, R2	Jan 92	4 YEARS
<u>SSF-5 (NAF)</u> Working Funds, organizational, 1987 Accounts Receivable, organizational, 1987 (items interfiled in all boxes)	T176-3, R16 T176-3, R21	Jan 92 Jan 92	4 YEARS 4 YEARS
<u>ACFPT (Travel Pay)</u> Transportation Requests, chron., 1988 (TRs, Log, & transmittals)	T177-20, R1	Jan 92	3 YEARS
Allotments, Commitments & Obligations, chron., 1988	T177-20, R6	Jan 92	3 YEARS
<u>ACFC (Commercial Services)</u> Accounts Receivable, chron., 1988	T177-18, R5	Jan 92	3 YEARS
<u>SGHP (Pharmacy)</u> Prescription Records, Chron., 1988	T168-7, R1	Jan 92	3 YEARS

Receipts, Disbursements, & Inventories of Controlled Drugs, chron., 1988, 2 fldrs	T168-7, R4	Jan 92	3 YEARS
Stock Records, chron, 1988, 1 folder	T168-7, R2	Jan 92	3 YEARS
Bulk Compounding, chron., 1988, 1 folder	T168-7, R7.	Jan 92	3 YEARS
<u>LGTPP (Passenger Section)</u>			
Transportation Requests & Meal Tickets, MAC Transportation auth., chron., 1988	T75-3, R3	Jan 92	3 YEARS
<u>SPAA (Admin & Reports)</u>			
Complaints & Incidents, numerical, 1988	T125-1, R1	Jan 92	3 YEARS
<u>SSF-2 (NAF)</u>			
Income Tax Withholdings, chron., 1987, 1 folder.	T177-21, R8	Jan 92	4 YEARS
Individual Earning Data, chron., 1987, 17 folders.	T176-3, R39	Jan 92	4 YEARS
<u>Services</u>			
Report of Contractor Technicians, chron., 1987, 1 folder.	T70-12, R3	Jan 92	4 YEARS
<u>SS (MWR Division)</u>			
Journals, Registers, & Ledgers, chron., 1988, 2 folders.	T176-3, R15	Jan 92	3 YEARS
<u>SPO (Operations)</u>			
Prisoner Personnel Records, Alphab., 1987, 5 folders.	T125-2, R1	Jan 92	4 YEARS
<u>DERC (Civil Engineering)</u>			
Data Reports--Work Order Cost & Analysis, Chron., 1987	T85-1, R15	Jan 92	4 YEARS
<u>SSF-2 (NAF)</u>			
Individual Earning Data, chron., 1987	T176-3, R38	Jan 92	4 YEARS
<u>APB-2 (Billeting)</u>			
Accounts Receivable, chron., 1987	T176-3, R21	Jan 92	4 YEARS
<u>SSF-3 (NAF Accounts control)</u>			
Other Supporting documents required for Audit/Inspection, chron., 1987	T176-3, R48	Jan 92	3 YEARS
Financial Statements and Reports, chron., 1987	T176-3, R4	Jan 92	4 YEARS
<u>SSF-3 (NAF Accounts Control)</u>			
Working Funds, chron., 1987	T176-3, R16	Jan 92	4 YEARS
<u>ACFPC-1 (Civilian Pay)</u>			
Leave and Attendance Files, chron., 1988	T177-21, R3	Jan 92	3 YEARS
<u>ACFPC-5 (Civilian Pay)</u>			
Payroll Control Register Document Files, Chron., 1988	T177-21, R12	Jan 92	3 YEARS

Individual Leave, chron., 1988

ACFM 1&2 (Military Pay)

Accounts Receivable, chron., 1988

Supporting Records for Ledgers in rules 1, 2, & 3, Chron., 1988

ACFA (Accounts Control)

Supporting Records for Ledgers in rules 1, 2, & 3, Chron., 1988

Subsidiary Ledgers, chron., 1988

SLE/EOT (Social Actions)

Training Summaries, chron., 1990, 1 fldr.

WITHDRAWN

General Grievance Appeals, & Discrimination, numerical, CA E8-002-11, E9-001-02.

Family Support Center

Special Honors, Trophies, Awards, subjective, 1989, 8 folders.

Budget Development, Formulation, 1990, subjective, 2 folders

DOTF (Flight Management)

Background Material to Orders in rules 2, 2.1, and 4, chron., 1 folder.

CCQ (Hq Sq)

General Correspondence, chron, 1 fldr.

EO (Historian)

Record Suspense Receipts/Destruction Certificates, 1989, chron., 1 fldr

General Correspondence, 1990, subj., 2 fldrs.

MAAML (PMEL Scheduler)

Active Unit Property Records 1990, geographical, 17 folders

SE (Safety)

Variances to AFOSH Requirements 1990, chron., 1 fldr

WITHDRAWN

Occupational Injuries & Illness 1986, chron., 1 fldr

WITHDRAWN

Patient Admission/Disposition Lists 1990, 3 fldrs, chron.

WITHDRAWN

Ground Accident Summary (MISHAP) 1989, chron, 1 fldr

Training summaries, 1990, chron., 1 fldr

WITHDRAWN

Safety Visit Reports, chron, 1990, 1 fldr

WITHDRAWN

Safety Council Minutes of Meetings, 1990, 3 fldrs, subjective

T177-21, R2 Jan 92

3 YEARS

T177-18, R5 Jan 92

3 YEARS

T177-15, R4 Jan 92

3 YEARS

T177-15, R4 Jan 92

3 YEARS

T177-15, R2 Jan 92

3 YEARS

T50-1, R18 Jan 92

1 YEAR

T30-1, R20 Jan 92

2 YEARS

T900-1, R2 Jan 92

2 YEARS

T172-2, R2.1 Jan 92

1 YEAR

T10-3, R1 Jan 92

1 YEAR

T10-1, R2 Jan 92

1 YEAR

T205-1, R18 Jan 92

2 YEARS

T10-1, R2. Jan 92

1 YEAR

³
T67-X, R1 Jan 92

1 YEAR

T127-1, R17 Jan 92

1 YEAR

T127-2, R12 Jan 92

5 YEARS

T168-3, R5 Jan 92

1 YEAR

T127-3, R2 Jan 92

2 YEARS

T50-1, R18 Jan 92

1 YEAR

T127-1, R4.1 Jan 92

1 YEAR

T127-1, R10 Jan 92

1 YEAR

Safety Awards, 1989, 1 fldr, chron.		T900-1, R20	Jan 92	2 YEARS
Suggestions, Inventories & Scientific 1990, 1 fldr		T900-2, R2	Jan 92	1 YEAR
General Correspondence, 1990, subj, 4fldrs		T10-1, R2	Jan 92	1 YEAR
<u>SVD (Furnishings)</u>				
Stock Source Records, 1990, chron., 1fldr		T67-4, R12	Jan 92	1 YEAR
<u>PA (Public Affairs)</u>				
Resorces Conservation Program, chron., 1990, 1 folder		T400-3, R3	Jan 92	1 YEAR
Budget Development, Formulation, 1990, subjective, 3 folders		T172-2, R2.1	Jan 92	1 YEAR
Disaster Support Group, Disaster Response Force Records, chron., 1989, 1 folder		T355-1, R21	Jan 92	2 YEARS
General Correspondence, 1990, subj., 3fldrs		T10-1, R2	Jan 92	1 YEAR
<u>SGR (Patient Administration) 1989</u> Sobriety Exam Results, 2 folders, Subj	N	T160-3, R13	Jan 92	2 YEARS
<u>SGAX (Medical Readiness) 1989</u> Unit Disaster Preparedness, Subj. Training Exercise Reports, 22 folders	N	T355-01, R6	Jan 92	2 YEARS
<u>SGHL (Laboratory) 1989</u> Sobriety Exam Results, 2 folders, Subj	N	T160-3, R13	Jan 92	2 YEARS
<u>SGHL (Laboratory) 1989</u> Summaries, Survey Reports & Special Reports, 9 Folders, Subject	N	T160-3, R15	Jan 92	2 YEARS
<u>SGHL (Laboratory) 1989</u> , Subject Lab Ledgers and Logs, 40 folders	N	T160-3, R2	Jan 92	2 YEARS

<p><u>SGM (Medical Resource Management) 1988</u> Medical Service Account Supporting Receipts. AF 1127B, F Alpha 29 Folders</p>	<p>N</p>	<p>T168.8 R1.1</p>	<p>Jan 92</p>	<p>3 YEARS</p>
<p><u>SGAS (Medical Administration) 1989</u> Accountable Container Receipts (AF 12) 2 Folders</p>	<p>N</p>	<p>T182.2 R14</p>	<p>Jan 92</p>	<p>2 YEARS</p>
<p><u>SGM (Medical Resource Management) 1989</u> (DD 1131) 1 Folder</p>	<p>N</p>	<p>T 168-08, R1</p>	<p>Jan 92</p>	<p>2 YEARS</p>
<p><u>SGM (Medical Resource Management) 1990</u> Food Purchasing, Control, Storing, Issuing, & Food Cost Data, Subj/Chrono (a) Subsistence Requests (287's) (b) Food Service Records (543's) (c) Ration Earnings Records x 2</p>	<p>N</p>	<p>T 168-11, R5</p>	<p>Jan 92</p>	<p>1 YEAR</p>
<p><u>SGM (Medical Resource Management) 1990</u> Receipts for Controlled Forms (a) Recapitulation of Earned Rations (AF1090) (b) Food Cost Record (AF 546)</p>	<p>N</p>	<p>T168-11, R 4</p>	<p>Jan 92</p>	<p>1 YEAR</p>
<p><u>SGM (Medical Resource Management) 1990</u> Medical Food Service Cost Report (AF 541)</p>	<p>N</p>	<p>T168-11, R3</p>	<p>Jan 92</p>	<p>2 YEARS</p>
<p>SGPM (Environmental Health) 1986 Communicable Disease Reports 1 Folder (HIV Testing Roster)</p>	<p>N</p>	<p>T161-3, R1</p>	<p>Jan 92</p>	<p>5 YEARS</p>
<p><u>SGP (Aeromedical Services) 1986</u> Medical Recommendation for Flying or Special Operational Duty Log 1 Folder (PA) Chronological</p>	<p>N</p>	<p>T161-1, R5</p>	<p>Jan 92</p>	<p>5 YEARS</p>
<p><u>SGR (Patient Administration) 1990</u> Patient Admission/disposition Tests Chronological 12 Folders (PA)</p>	<p>N</p>	<p>T168-3, R5</p>	<p>Jan 92</p>	<p>1 YEAR</p>
<p><u>SGR (Patient Administration) 1990</u> General Correspondence (Temp) Subjective 8 Folders (PA)</p>	<p>N</p>	<p>T10-1, R2</p>	<p>Jan 92</p>	<p>1 YEAR</p>
<p><u>SGR (Patient Administration) 1990</u> Patient or Clinical Service Questionnaire/Survey, 12 Folders, Chronological (PA)</p>	<p>N</p>	<p>T168-12, R5</p>	<p>Jan 92</p>	<p>1 YEAR</p>
<p><u>SGR (Patient Administration) 1990</u> Temporary Orders (M-P-T-Y, PA-PB, Special & SQD non-prefixed) (PA) 4 Folders (Medical TDY orders-number.)</p>	<p>N</p>	<p>T10-3, R3</p>	<p>Jan 92</p>	<p>1 YEAR</p>
<p><u>SGR (Patient Administration) 1990</u> Medical Board Proceedings Chronological, 12 folders (PA)</p>	<p>N</p>	<p>T160-2, R3</p>	<p>Jan 92</p>	<p>1 YEAR</p>
<p>SGHL (Medical Laboratory) 1989 Clinical Lab Reports, Chronological Jan - Dec</p>	<p>N</p>	<p>T160-3, R2</p>	<p>Jan 92</p>	<p>2 YEARS</p>

WITHDRAWN

WITHDRAWN

7206ABG/SGAS (Admin Services) 1990 Temporary Orders (M&T) 10 Folders Numerical	N	T10-3, R3	Jan 92	1 YEAR.
7206ABG/SGAS (Admin Services) 1989 Reports of Survey Case Files 1 Folder, Chronological	N	T177-09, R2	Jan 92	2 YEARS
7206ABG/SGAS (Admin Services) 1990 Airman Promotion Selectees, CBPO Lists 1 Folder, Chronological	N	T35-12, R6	Jan 92	6 MONTHS
7206ABG/SGAS (Admin Services) 1990 Airman Promotion Ineligibility 1 Folder, Chronological	N	T35-12, R5	Jan 92	6 MONTHS
7206ABG/SGAS (Admin Services) 1990 Airman Promotion Nonselectees Listing 1 Folder, Chronological	N	T35-12, R7	Jan 92	6 MONTHS
7206ABG/SGAS (Admin Services) 1990 Weight Management or Fitness Improvement Training (FIT), Program Case Files, Chron.	N	T35-1, R13	Jan 92	DESTROY AFTER AN EVENT
7206ABG/SGHL (Laboratory) 1989 Lab Ledgers and Logs, Subj, (Bacteriology)	N	T160-3, R2	Jan 92	2 YEARS
7206ABG/SGHP (Pharmacy) 1989 Biennial Inventory of Controlled Sub- stances 1 Folder, Chronological	N	T167-1, R41	Jan 92	2 YEARS
7206ABG/SGM (Resource Management) FY89 9 Folders, Chronological, <i>REPORT OF PATIENTS</i>	N	T168-06, R2	Jan 92	2 YEARS
7206ABG/SGM (Resource Management) 1988 Medical Service Account Supporting Receipts, 4 Folders, Chronological	N	T168-8, R1.1	Jan 92	3 YEARS
880001-880250 880251-880500 880501-880750 880751-881043				
7206ABG/SGG (Medical Materiel 1989 Fire Protection Inspection and Test Reports Fire Hazards/Deficiencies 1 Folder, Chronological	N	T92-01, R7	Jan 92	2 YEARS
7206 ABG/DOA Top Secret Control Registers 1989 1 Folder, Numerical	N	T205-1, R13	Jan 92	5 YEARS
Record Suspense, receipt, and destruc- tion Certificate, Numerical 1989	N	T205-1, R18	Jan 92	2 YEARS
7206 ABG/SGHN, (Nursing Service) 1989 Emergency Treatment Records (558) Chronological 1 Jan-15 Jun 1989	N	T168-5, R15	Jan 92	2 YEARS
7206 ABG/SGHN, (Nursing Service) 1989 16 Jun-31 Dec 1989	N	T168-5, R15	Jan 92	2 YEARS

WITHDRAWN

WITHDRAWN

<u>DET11/AFEBS</u> Overtime Requests 1988 Chronological, 1 Folder	1990	N	T11-02, R34	Jan 92	3 YEARS
<u>SGHN (Nursing Services)</u> Nursing Service Reports, 8 Folders	1990	N	T168-10, R2	Jan 92	1 YEAR
<u>7206ABG/DOA</u> Printing/Duplicating/Micrographic/ Copying Reports 1 Folder, Chronological	1990	N	T6-1, R15	Jan 92	1 YEAR
<u>7206ABG/DOA</u> Budget Development, Formulation, Other than Budget office copies, 1 folder, chronological	1990	N	T172-02, R2	Jan 92	2 YEARS
<u>7206ABG/EET</u> Disaster Preparedness Planning Document 3 folders, subjective	1990	N	T355-01, R28	Jan 92	2 YEARS
<u>7206ABG/EET</u> Listing of Personnel who have taken Disaster Preparedness Tng, 1 Folder Alpha	1990	N	T355-01, R35	Jan 92	2 YEARS
<u>Det 11 AFEBS</u> Command and Control Communication Requirements Board Records, Chronological	1990	N	T100-04, R20 T700-2, R2	Jan 92	1 YEAR
<u>Det 11 AFEBS</u> Active Unit Property Records, 1 Folder Chronological	1990	N	T67-03, R1	Jan 92	1 YEAR
<u>Det 11 AFEBS</u> Quality Control Inspection/Evaluation Records, Chronological	1990	N	T66-06, R2	Jan 92	1 YEAR
<u>Det 11 AFEBS</u> General Correspondence, Subj, 1 Folder	1990	N	T10-1, R2	Jan 92	1 YEAR
<u>CCQA (Squadron Orderly Room)</u> Logs to Control Leave Auth (AF Forms 1486 & 1134), Chronological, 1990	1990	N	T10-3, R3	1992	1 YEAR
<u>LGSPT (Customer Service & Training)</u> Customer Complaints/Inquiries Chronological, 1990, 7 folders (Jan, Feb, Mar, May, Jul-Aug, Sep)	1990	N	T67-3, R24	1992	1 YEAR
<u>LGSPT (Customer Service & Training)</u> Zero Overpricing, Subjective, 1990 (17 folders)	1990	N	T67-3, R14	1992	1 YEAR

7206 Air Base Group
(Unit inactivation)

7206th Supply Squadron

LGSP (Fuels Management Branch)

Aviation/Ground Fuels, Cryogenic
Products, Chronological, 4 folders,
1986

N T144-1, R2

Jan
1992

6 YEARS,
3 MONTHS

CCQA (Squadron Orderly Room)

Temporary Orders, Chronological,
1990

N T10-3, R3

Jan
1992

1 YEAR

LGSME (Equipment Management Branch)

Control Registers, Chronological,
1990

N T67-5, R14

Jan
1992

1 YEAR

LGSPI (Inventory Section)

Special Inventory Requests and
Records - Inventory Adjustment,
Chronological, 1989

N T67-8, R4

Jan
1992

2 YEARS

SS(WMR Admin)

Private Organizations' PO Records,
organ., 1990, 31 folders

T34-1, R4

Jan 92

1 YEAR

Reclamation/Use of Precious Metals,
chron., 1 folder, 1990

T400-5, R2

Jan 92

1 YEAR

SSL (Library)

Budget, Development, Formulation,
subjective, 4 folders, 1990

T172-2, R2.1

Jan 92

1 YEAR

Funding Records, Program Project &
Appropriation Control, subj., 1989,
9 folders.

T172-3, R4

Jan 92

2 YEARS

Library Disposition Files, subj., 1988,
4 folders.

T215-3, R2

Jan 92

3 YEARS

Library Acquisition Records, subj.,
1988, 25 folders.

T215-3, R1

Jan 92

3 YEARS

SSL (Library)

Funding Records, Program Project &
Appropriation Control, subj., 1990,
10 folders.

T172-3, R4

Jan 93

2 YEARS

Library Acquisition Records, subj.,
1990, 10 folders.

T215-3, R1

Jan 93

3 YEARS

SGHR

Diagnostic X-Ray File, numerical,
1986,

SSN 0006-3305

3308-8708

8801-5318

5514-1123

1123-4225

4248-9923

9923-5533

5532-1843

1849-7746

7747-1957

2054-6858

7050-2969

3065-8969

9161-3570

3570-7570

7570-1088

1182-7684

7780-2192

2293-5197

5393-9595

9596-9798 + 9999s

X-Ray Nominal Index File,
Numerical, 1986

This series is a system of records
under the Privacy Act of 1974.

T160-4, R10

Jan 92

5 YEARS

T160-4, R21

Jan 92

Retire w/
X-RAYS

WITHDRAWN

WITHDRAWN

<u>DPMQA</u> Congressional Inquiries, 1990, chron., 1 folder	T11-2,R3.1	Jan 92	1 YEAR
<u>DP</u> Decorations to Units, 1989, chron., 2 folders.	T900-1, R13	Jan 92	2 YEARS
Congressional Inquiries, 1990, chron., 1 folder.	T11-2, R3.1	Jan 92	1 YEAR
<u>DPME</u> Temporary ORDers, chron., 1990, 1 fldr	T10-3, R3	Jan 92	1 YEAR
Consolidated Base Personnel Office ltrs subjective, 1990, 3 folders	T8-1, R13	Jan 92	1 YEAR
<u>DPMUM/UT</u> Background Material to ORDers, chron., 1990, 1 folder.	T10-3, R1:	Jan 92	1 YEAR
<u>DPMUO</u> Congressional Inquiries, chron., 1990, 1 folder.	T11-2, R3.1	Jan 92	1 YEAR
Dependent Travel, alphabetical, 25 fldr 1990.	T75-3, R6	Jan 92	1 YEAR
<u>DPMAP</u> Decorations to Units, organizational, 1990, 5 folders	T900-1, R13	Jan 92	2 YEARS
Special Honors, Trophies, Awards, : 1990, 9 folders, subjective	T900-1, R3	Jan 92	1 YEAR
Outstanding Personnel Programs, chron. 5 folders, 1990	T900-1, R16	Jan 92	1 YEAR
<u>DPMAC/RE</u> Consolidated Base Personnel Office Letters, chron., 1 folder, 1990	T8-1, R13	Jan 92	1 YEAR
<u>DPMAP</u> Very Seriously Ill/injured or seriously ill/injured, alphab., 1990, 2 folders	T30-3, R7	Jan 92	1 YEAR

<u>SPS/CCQ</u> Logs to Control Leave Authorization, chron., 1990, 1 folder	T177-32, R30	Jan 92	1 YEAR
Firearm Authorization For Employees, chron., 1989, 1 folder	T125-1, R18	Jan 92	2 YEARS
Temporary Orders, chron., 1990, 1 fldr	T10-3, R3	Jan 92	1 YEAR
<u>SPAA</u> Personal Property Inspection & Clearance 1989, chron.	T75-2, R1	Jan 92	2 YEARS
Security Pllice Activities Report, chron., 1989, 2 folders	T125-1, R4	Jan 92	2 YEARS
<u>SPC</u> Ammunition Records, subjective, 1989, 4 folders	T136-1, R9	Jan 92	2 YEARS
Ground Weapons Training/Maintenance chron., 1988	T136-1, R5	Jan 92	3 YEARS
Ground Weapons Training-Small, chron, 1990, 1 folder	T136-1, R5.1	Jan 92	1 YEAR
<u>SPOK</u> MWD Program Status Reports, chron. 1990 1 folder	T125-1, R29.1	Jan 92	2 YEARS
<u>SPOT</u> General Training Reports, subjective, 1990, 1 folder	T50-1, R19	Jan 92	1 YEAR
<u>SPAI</u> General Correspondence, subj., 1990	T10-1, R2	Jan 92	1 YEAR
Security Incidents-Other than NATO, 1989, chronological, 1 folder	T205-1, R10	Jan 92	2 YEARS
Information Security Program Reviews, numerical, 1990- 6A1 through 6A7 6A8 through 6A42	T205-1, R41	Jan 92	1 YEAR
<u>SPAA</u> Security Police Desk Blotters, chron., 1990, January February through December 90	T125-1, R6	Jan 92	1 YEAR

TLA Entitlements--Case Files, 1990, Alphabetical A through D E through J K through O P through T U through Z	T177-32, R66	Jan 92	1 YEAR
Off-Base Housing Referral Service, 1990, alphabetical--by landlord A through C D through G H through Kokoris Kol through Mav Max through P R through Ver V through Z	T90-3, R1	Jan 92	1 YEAR

Title: Greek Customs,

Year of accumulation/quantity: 1989--7 boxes, 1990--16 boxes, 1991--8 boxes.

AFR 12-50, Vol II: Table 75-2, Rule 9

Disposition: Destroy 2 years after individual clears customs and no discrepancies exist.

Justification: The cutoff for these records is after an individual clears customs. Once an individual clears customs, ships his/her belongings, and leaves the country these records are not needed--we have never received a request to pull one of these records.

Title: General Correspondence

Year of accumulation: 1990.

AFR 12-50, Vol II: T10-1, R2

Disposition: Destroy after one year.

Justification: These files are general and contain documents needed to support every day work of an office. They will not be referred to or needed once a unit/office closes.

REQUEST FOR RECORDS DISPOSITION AUTHORITY

(See Instructions on reverse)

LEAVE BLANK

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

JOB NO.

DATE RECEIVED

1. FROM (Agency or establishment)

DEPARTMENT OF THE AIR FORCE

NOTIFICATION TO AGENCY

2. MAJOR SUBDIVISION

Directorate of Information Management

In accordance with the provisions of 44 U.S.C. 3303, 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

Policy Division, SAF/AAIA

4. NAME OF PERSON WITH WHOM TO CONFER

Mr. R. P. Dwyer

TELEPHONE EXT.

703-614-3494

DATE

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 2 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 B of the GAO Manual for Guidance of Federal Agencies, is attached.

A. GAO concurrence. is attached; or is unnecessary.

B. DATE

3 APR 1991

C. SIGNATURE OF AGENCY REPRESENTATIVE

Grace T Rowe

D. TITLE

GRACE T. ROWE
Chief, Records Mgmt Policy Branch
Directorate of Information Mgmt

7
ITEM
NO

8 DESCRIPTION OF ITEM
(With Inclusive Dates or Retention Periods)

9 GRS OR
SUPERSEDED
JOB
CITATION

10 ACTION
TAKEN
*(NARS USE
ONLY)*

ONE-TIME AUTHORIZATION FOR EARLY DISPOSAL OF
SHORT TERM TEMPORARY RECORDS DUE TO CLOSURE
OF COMISO AIR STATION IN ITALY

Request NARA approval allowing Comiso Air Station to destroy those temporary records listed in attachment 1.

Comiso Air Station will close in September 1991, and recommends the early destruction of specific station records. Their early destruction would result in significant costs savings to the government in terms of manpower, storage, and shipping costs; outweighing any possible administrative value.

NARA told Air Force that Comiso Air Station should transfer their temporary records with a retention period of less than nine years to the San Francisco Federal Records Center (attachment 2). If Comiso Air Station has temporary records whereby their early destruction would not adversely affect Air Force operations or legal requirements, then prepare an SF 115 for their disposal.

Air Force is concerned about the retention of X-rays. Request NARA approval to dispose of the listed X-rays or retain them in Europe until their normal disposition date. Also, we may need to keep vehicle registration records in Europe to comply with Italian law.

COMISO AIR STATION CLOSURE

DESCRIPTION	TABLE/RULE	DISPOSITION	DISPOSAL DATE
Security Incidents	T205-1, R10	2 Years	Jan 92
Logs to Control Leave Authorization	T177-32, R30	1 Year	Oct 92
Diagnostic WITHDRAWN Films	T160-4, R10	5 Years	-
Military Registra- tion and Certificate of Title of Motor Vehicle Forms	T125-3, R3	1 Year	-

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

LEAVE BLANK

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

JOB NO.

DATE RECEIVED

1. FROM (Agency or establishment)

NOTIFICATION TO AGENCY

DEPARTMENT OF THE AIR FORCE

In accordance with the provisions of 44 U.S.C. 3305, 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.

2. MAJOR SUBDIVISION

Directorate of Information Management

3. MINOR SUBDIVISION

Policy Division, SAF/AAIA

4. NAME OF PERSON WITH WHOM TO CONFER

5. TELEPHONE EXT.

DATE

ARCHIVIST OF THE UNITED STATES

Mr. R. P. Dwyer

703-614-3494

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 11 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 B of the GAO Manual for Guidance of Federal Agencies, is attached.

A. GAO concurrence. is attached; or is unnecessary.

8. DATE

C. SIGNATURE OF AGENCY REPRESENTATIVE

D. TITLE

GRACE T. ROWE
Chief, Records Mgmt Policy Branch
Directorate of Information Mgmt.

7 MAY 1991

Grace T Rowe

7
ITEM
NO

8 DESCRIPTION OF ITEM
(With Inclusive Dates or Retention Periods)

9 GRS OR
SUPERSEDED
JOB
CITATION

10 ACTION
TAKEN
(NARS USE
ONLY)

ONE-TIME AUTHORIZATION FOR EARLY DISPOSAL OF
SHORT TERM TEMPORARY RECORDS DUE TO CLOSURE
OF HESSISCH OLDENDORF AIR BASE IN GERMANY

Request NARA approval allowing Hessisch Oldendorf Air Base to destroy those temporary records listed in attachment 1.

Hessisch Oldendorf Air Base will close in September 1991, and recommends the early destruction of specific base records. Their early destruction would result in significant costs savings to the government in terms of manpower, storage, and shipping costs; outweighing any possible administrative value.

NARA told Air Force that Hessisch Oldendorf Air Base should transfer their temporary records with a retention period of less than nine years to the San Francisco Federal Records Center (attachment 2). If Hessisch Oldendorf Air Base has temporary records whereby their early destruction would not adversely affect Air Force operations or legal requirements, then prepare an SF 115 for their disposal.

600 CSS/TMD PAGE 1

TABLE & RULE	DESCRIPTION	SCHEDULED DESTRUCTION DATE	DISPOSITION
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
T 7-1, R 3	ACCOUNTABLE FORMS DISTRIBUTION STATUS <i>Records</i> (1989-1991)	JAN 92, 93, 94	2 YEARS
T 7-1, R 3.1	ACCOUNTABLE FORMS ACCOUNTABILITY <i>Receipts</i> (1989-1991)	JAN 92, 93, 94	2 YEARS
T 7-1, R 6	PUBLICATIONS BULLETINS (1990-1991)	JAN 92, 93	1 YEAR
T 8-1, R 4	TECHNICAL ORDERS (1989-1991)	JAN 92, 93, 94	2 YEARS
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
T 8-1, R15	AF MEDICAL LOGISTICS LETTERS (1989-1991)	JAN 92, 93, 94	2 YEARS
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
T 10-1, R 3	GENERAL CORRESPONDENCE (1989-1991)	OCT 91 & 92, JAN 92	1 YEAR
T 10-1, R 6.2	MESSAGE FILE (1990-1991)	JAN 92, 93	1 YEAR
T 10-1, R 9	OFFICE PROJECTS/STUDIES (1989-1991)	JAN 92, 93, 94	2 YEARS
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
T 11-2, R12	SUPPORT AGREEMENTS <i>under AFR 11-4</i> (1985-1991)	JAN 92, 93, 94, 95, 96, 97	6 YEARS
T 11-2, R12.2	SUPPORT AGREEMENTS <i>- other than AFR 11-4</i> (1985-1991)	JAN 92, 93, 94, 95, 96, 97	6 YEARS
T 11-2, R22	OFFICER OF THE DAY & CHARGE OF QUARTERS <i>Reports</i> (1991)	UP TO MAR 92	3 MONTHS
T 12-1, R24	FREEDOM OF INFORMATION ACT (FOIA) PROGRAM <i>Correspondence</i> (1989-1991)	JAN 92, 93, 94	2 YEARS
WITHDRAWN T 12-1, R28	FREEDOM OF INFORMATION ACT (FOIA) PROGRAM <i>Control Files</i> (1985-1991)	JAN 92, 93, 94, 95, 96, 97, 98	6 YEARS
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
T 30-2, R17	PASSPORTS & VISAS <i>Requests</i> (1990-1991)	UP TO MAR 92	6 MONTHS

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T 30-4, R 7	TRANSACTION REGISTERS RESULTING FROM BASE LEVEL PERSONNEL SYSTEM (1991)	UP TO JAN 92	3 MONTHS
T 35-2, R 2	SELECTIVE REENLISTMENT & COUNSEL Records (1990-1991)	JAN 92, 93	1 YEAR
T 35-4, R22	RELOCATION FOLDER (1991)	UP TO JAN 92	3 MONTHS
T 35-6, R15	COMPLETED ANSWER SHEETS - AFCT (1990-1991)	UP TO MAR 92	6 MONTHS
T 35-6, R15.1	COMPLETED ANSWER SHEETS - EST, RCAT, EDPT + AFDAT (1990-1991)	JAN 92, 93	1 YEAR
T 35-8, R 2.2	REGULAR APPOINTMENT & INDEFINITE RESERVE STATUS Listings (1990-1991)	UP TO MAR 92	6 MONTHS
T 35-9, R 7	SEPARATION PREPARATION Folders (1991)	UP TO JAN 92	3 MONTHS
T 35-10, R 2	MONTHLY APPOINTMENT Listings (1991)	UP TO JAN 92	3 MONTHS
T 35-10, R 3	VACATION OF APPOINTMENT Letters (1990-1991)	JAN 92, 93	1 YEAR
T 35-10, R 6	REAPPOINTMENT Letters (1991)	UP TO JAN 92	3 MONTHS
T 35-12, R39	PROMOTION CORRESPONDENCE (1990-1991)	JAN 92, 93	1 YEAR
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
T 40-7, R12	POSITION CONTROL Listings (1990-1991)	JAN 92, 93, 94	2 YEARS
T 40-7, R 40	EMPLOYEE AWARDS FILES - Case Files (1989-1991)	JAN 92, 93, 94	2 YEARS
T 40-7, R 51	EMPLOYEE AWARDS FILES - Letters (1989-1991)	JAN 92, 93, 94	2 YEARS
T 50-1, R 1	SCHOOL QUOTAS/COURSE PROJECT FILE - UP TO JAN 92 Other than CBPOs (1991)	UP TO JAN 92	3 MONTHS
T 50-1, R 1.1	SCHOOL QUOTAS/COURSE PROJECT FILE - UP TO JAN 92 CBPOs (1991)	UP TO JAN 92	3 MONTHS
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
T 50-2, R 49	END OF COURSE TESTING AND INVENTORY PROGRAM (1990-1991)	UP TO MAR 92	6 MONTHS
T 55-3, R 1	CONTROL LOGS (1990-1991)	JAN 92, 93	1 YEAR
T 55-4, R 3	SYSTEMS TRAINING STATUS Reports (1990-1991)	JAN 92, 93	1 YEAR
T 56-1, R 2.1	MATERIAL ACCOUNTING RECORDS (1990-1991)	UP TO MAR 92	6 MONTHS
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]

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T 66-2, R 1	DEPOT MAINTENANCE PROJECT - <i>at Depots (1990-1991)</i>	UP TO MAR 92	6 MONTHS
T 66-2, R 1.1	DEPOT MAINTENANCE PROJECTS <i>at MAJCOMS (1989-1991)</i>	JAN 92, 93, 94	2 YEARS
T 66-2, R 3	ARMAMENT, PHOTOGRAPHIC & SPECIAL WEAPONS SYSTEMS & EQUIPMENT MAIN- TENANCE & COMMUNICATIONS-ELECTRONICS <i>Reports (1989-1991)</i>	JAN 92, 93, 94	2 YEARS
T 66-8, R28	AEROSPACE VEHICLES, COMMUNICATION ELECTRONICS METEOROLOGICAL, EQUIP- MENT, GROUND/AIR LAUNCHED MISSILES <i>Maintenance Records (1990-1991)</i>	JAN 92, 93	1 YEAR
T 67-3, R10	SUPPLY INSPECTION <i>Reports</i> <i>(1990-1991)</i>	JAN 92, 93	1 YEAR
T 67-3, R15	UNIT RECORD - <i>at Base Supply (1991)</i>	UP TO JAN 92	3 MONTHS
T 67-3, R 15.1	UNIT RECORD - <i>at AFTAC (1988-1989)</i>	OCT 91, 92	2 YEARS
T 67-3, R15.2	UNIT RECORD - <i>at Units (1990-1991)</i>	JAN 92, 93	1 YEAR
T 67-4, R 4	DAILY DOCUMENT REGISTER (1991)	UP TO JAN 92	3 MONTHS
T 67-8, R 8	INVENTORY COUNT CARD <i>(1990-1991)</i>	JAN 92, 93	1 YEAR
T 67-9, R20	SUPPLY EFFECTIVENESS REPORTS <i>(1990-1991)</i>	JAN 92, 93,	1 YEAR
T 67-11, R31	EQUIPMENT MGT RPT, REDISTRIBUTION ORDERS, TRANSFERS & LOANS <i>Reports</i> <i>(1990-1991)</i>	JAN 92, 93	1 YEAR
T 67-11, R45	EQUIPMENT QUOTODIAN FILE	JAN 92, 93	1 YEAR
T 75-1, R 4	SPECIAL HANDLING DATA (1991)	UP TO DEC 91	2 MONTHS
T 75-1, R 5	TRAFFIC TRANSFER RECEIPTS <i>(1989-1991)</i>	JAN 92, 93, 94	2 YEARS
T 75-4, R 1	SIGNATURE & TALLY RECORD REPORT ACTIONS ON CLASSIFIED OR SENSITIVE <i>(1989-1991)</i>	JAN 92, 93, 94	2 YEARS
WITHDRAWN T 75-4, R 7	GB/L REGISTERS - <i>other than HHG</i> <i>(1988-1991)</i>	JAN 92, 93, 94, 95	3 YEARS
WITHDRAWN T 75-4, R 8	GB/L REGISTERS - <i>for HHG</i> <i>(1985-1991)</i>	JAN 92, 93, 94, 95, 96, 97, 98	6 YEARS

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T 75-4, R23	APPOINTMENT OF TRANSPORTATION OFFICERS & AGENTS <i>Orders (1990-1991)</i>	JAN 92, 93	1 YEAR
T 77-1, R4	MINOR MAINTENANCE WORK ORDERS <i>(1991)</i>	UP TO JAN ⁹² [REDACTED]	3 MONTHS
T 77-1, R10	MOTOR VEHICLE INFORMATION SYSTEM DOCUMENTS <i>(1990-1991)</i>	JAN 92, 93	1 YEAR
T 77-2, R11	MOTOR VEHICLE ACCIDENT CASE FILE <i>(1988-1991)</i>	JAN 92, 93, 94, 95	3 YEARS
T 77-2, R12	OPERATORS INSPECTION GUIDE & TROUBLE REPORT FORMS <i>(1991)</i>	UP TO OCT 91	1 MONTH
T 77-2, R22	TRANSPORTATION REQUESTS - <i>at issuing offices (1991)</i>	UP TO JAN 92	3 MONTHS
T 77-2, R23	TRANSPORTATION REQUESTS - <i>expenses and deployments (1989-1991)</i>	JAN 92, 93, 94	2 YEARS
T 85-4, R 8	WORK CONTROL <i>Logs (1990-1991)</i>	JAN 92, 93	1 YEAR
T 86-1, R 3	MCP & MINOR CONSTRUCTION PROGRAM INCLUDING F-341, NAF & O&M BY CONTRACT <i>Justifications (1987-1991)</i>	JAN 92, 93, 94, 95, 96	4 YEARS
T 91-5, R 5.1	CONTRACT SERVICE OR CONSULTANT RECORDS <i>(1989)</i>	UP TO OCT 91	1 YEAR
T100-14, R 9 (700-8, R13)	TELECOMMUNICATION CENTER PERFORMANCE RECORDS <i>(1990-1991)</i>	UP TO MAR 92	6 MONTHS
T111-1, R 1	MILITARY JUSTICE ADMINISTRATION RECORDS <i>(1989-1991)</i>	JAN 92, 93, 94	2 YEARS
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
T112-1, R 3	COMPLETED CLAIMS CASE FILES FOR WHICH THE JUDGE ADVOCATE GENERAL IS RESPONSIBLE - <i>all claims (1989-1990)</i>	OCT 91 & 92	1 YEAR
T112-1, R 4.1	COMPLETED CLAIMS CASE FILES FOR WHICH THE JUDGE ADVOCATE GENERAL IS RESPONSIBLE - <i>disapproved claims (1987-1988)</i>	OCT 91 & 92	3 YEARS
T112-1, R 7	CLAIMS REPORTS <i>(1990-1991)</i>	UP TO OCT 92	1 YEAR

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[REDACTED]	[REDACTED]	[REDACTED]
T112-1, R 9	CLAIMS FUNDS LOGS (1989-1991)	JAN 92, 93, 94 2 YEARS
[REDACTED]	[REDACTED]	JAN 92, 93
T123-1, R 5	INSPECTION REPORTS NOT OTHER- WISE COVERED IN THIS TABLE (1990-1991)	JAN 92, 93 1 YEAR
T123-2, R 8	LOG REGISTERS (1989-1991)	JAN 92, 93, 94 2 YEARS
[REDACTED]	[REDACTED]	[REDACTED]
T125-1, R 5.1	COMPLAINTS & INCIDENTS <i>Reports</i> (1990-1991)	JAN 92, 93 1 YEAR
[REDACTED]	[REDACTED]	[REDACTED]
T125-1, R12.1	PROPERTY RECEIPT RECORDS - <i>not</i> <i>used as evidence</i> (1991)	UP TO JAN 92 3 MONTHS
T125-1, R13	PROPERTY RECEIPT RECORDS - <i>used</i> <i>as evidence</i> (1988-1990)	JAN 92, 93, 94 3 YEARS
T125-1, R14.1	SECURITY POLICE PATROL REPORTS (1991)	UP TO JAN 92 3 MONTHS
T125-1, R21	ENTRY CONTROL RECORDS (1991)	UP TO JAN 92 3 MONTHS
T125-1, R22	BARRED PERSONNEL <i>Records</i> (1988-1991)	JAN 92, 93, 94, 95 3 YEARS
T125-1, R36	INSPECTION REPORTS (1989-1991)	JAN 92, 93, 94 2 YEARS
T125-1, R38	RESOURCE PROTECTION PLAN (1990-1991)	JAN 92, 93 1 YEAR
T125-1, R42	FIREARM/AMMUNITION INVENTORY RECORDS (1991)	UP TO JAN 92 3 MONTHS
T127-1, R 1	SAFETY PROGRAM COORDINATION <i>Letters</i> (1990-1991)	OCT 92, 93 1 YEAR
T127-1, R 4	SAFETY VISIT REPROTS (1988-1991)	OCT 92, 93, 94, 95 3 YEARS
[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]
WITHDRAWN T127-1, R16	HAZARD ABATEMENT PLANS (1986-1991)	JAN 92, 93, 94, 95, 96, 97 5 YEARS
[REDACTED]	[REDACTED]	[REDACTED]
T127-2, R 5	GROUND ACCIDENT REPORTS (1988-1989)	OCT 91, 92 2 YEARS
[REDACTED]	[REDACTED]	[REDACTED]

[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
T136-2, R11	KEY CONTROL & ISSUE LOG (1991)	UP TO OCT 91	1 MONTH
T145-1, R 2	COMMISSARY TRUST REVOLVING FUND Records (1987-1989)	OCT 91, 92, 93	3 YEARS
T145-1, R 6	VENDOR COUPON TRANSMITTAL Forms (1989-1990)	OCT 91, 92	1 YEAR
T145-2, R 1	CASH CONTROL RECORDS (1987-1989)	OCT 91, 92, 93	3 YEARS
T145-2, R12	PRICE ADJUSTMENT RECORDS (1989-1990)	OCT 91, 92	2 YEARS
T145-2, R13	COMMISSARY SALES REPORTS (1989-1990)	OCT 92, 93	2 YEARS
T145-2, R14	DISHONORED CHECK FILES (1985-1989)	OCT 91, 92, 93, 94, 95	5 YEARS
T145-2, R15	SPOT-CHECK LOGS [REDACTED] (1990-1991)	UP TO MAR 92	6 MONTHS
T145-2, R17	DAMAGED MERCHANDISE Records (1991)	UP TO OCT 91	2 MONTHS
T145-2, R19	SUBSISTENCE CONSUMPTION Record (1990-1991)	JAN 92, 93	1 YEAR
T145-2 R20	COMMISSARY EQUIPMENT Records (1990-1991)	JAN 92, 93	1 YEAR
T160-7, R 1	DRUG ABUSE TESTING Posters (1991)	UP TO JAN 92	3 MONTHS
WITHDRAWN T160-7, R 8	DRUG TEST RESULTS (1989-1991)	JAN 92, 93, 94	2 YEARS
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
WITHDRAWN T161-5, R 5	DRINKING WATER Analyses (1986-1990)	JAN 92, 93, 94, 95, 96	5 YEARS
T161-6, R 3	FOOD INSPECTION Reports (1990-1991)	JAN 92, 93	1 YEAR
T167-1, R 7	MEDICAL MATERIEL REQUIREMENTS LISTS (1991)	UP TO JAN 92	3 MONTHS
T167-1, R34	SOURCE DOCUMENTS (1989-1990)	OCT 91, 92	1 YEAR
T167-1, R47	FINANCIAL REPORTS (1989-1990)	OCT 91, 92	1 YEAR
T168-1, R 2	MEDICAL SERVICES STAFFING Reports (1986-1989)	JAN 92, 93, 94, 95	5 YEARS
WITHDRAWN T168-1, R 4	THIRD PARTY LIABILITY NOTICE (1990-1991)	JAN 92, 93	1 YEAR

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[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

T168-7, R 3 CONTROLLED SUBSTANCES Register (1989-1991) JAN 92, 39, 94 2 YEARS

[REDACTED]

[REDACTED]

[REDACTED]

WITHHELD T176-3, R23 DISBURSEMENTS Vouchers (1987-1991) JAN 92, 93, 94, 95, 96 4 YEARS

[REDACTED]

[REDACTED]

T176-3, R16.1 WORKING FUNDS Reports (1991) UP TO JAN 92 4 MONTHS

T176-6, R7 VOUCHERS (1991) UP TO DEC 91 2 MONTHS

T176-3, R29.1 COLLECTION Receipts (1991) UP TO JAN 92 4 MONTHS

[REDACTED]

[REDACTED]

T177-17, R 7 CASH ACCOUNTABILITY CONTROL Reports (1989) UP TO OCT 91 1 YEAR

[REDACTED]

[REDACTED]

T177-20, R10 CONTROL LOGS (1989-1990) OCT 91, 92 1 YEAR

T177-32, R26 COLLECTION & DISBURSEMENT VOUCHER (1989-1990) NOV 91, 92 13 MONTHS

T177-32, R21 LEAVE & EARNING STATEMENTS (1991) OCT 91 2 MONTHS

T177-32, R22 LES EXTRACTS PRODUCTS Listings (1990-1991) JAN 92, 93 1 YEAR

[REDACTED]

[REDACTED]

T177-32, R32 TRANSMITTAL LETTERS (1991) UP TO DEC 91 2 MONTHS

T177-32, R61 REFERENCE MATERIALS (1990-1991) UP TO MAR 92 6 MONTHS

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T102-1, R11 POSTAGE METER OPERATIONS *Readings* (1989-1991) JAN 92, 93, 94 2 YEARS

[REDACTED]

T190-1, R 1.1 PUBLIC AFFAIRS RELEASES (1990-1991) JAN 92, 93 1 YEAR

T205-1, R 5 SECURITY CONTROL RECORDS (1991) UP TO OCT 91 1 MONTH

T205-1, R 9 SECURITY INCIDENTS *Findings* (1988-1991) JAN 92, 93, 94, 95 3 YEARS

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

T205-1, R27 INTERNATIONAL PACT ORGANIZATION CONTROL RECORDS (1989-1991) JAN 92, 93, 94 2 YEARS

T207-1, R 1 AEROSPACE SECURITY OPERATIONS EVALUATIONS (1990-1991) JAN 92, 93 1 YEAR

T211-1, R 3 FAMILY SERVICES PROGRAM *Meeting Minutes* (1990-1991) JAN 92, 93 1 YEAR

T211-1, R 6 SOLICITATION CASE FILES (1988-1991) JAN 92, 93, 94, 95 3 YEARS

T211-1, R 8 MARRIAGE *Applications* (1990-1991) JAN 92, 93 1 YEAR

UNCLASSIFIED T214-1, R 2 DEFENDENT'S ~~SCHOOL~~ *Administration* RECORDS (1988-1991) JAN 92, 93, 94, 95 3 YEARS

[REDACTED]

[REDACTED]

T265-1, R14 *Chaplain Activities Reports- Individual* (1990-1991) JAN 92, 93 1 YEAR

T265-1, R16 *Chaplain Activities Reports- Consolidated* (1989-1991) JAN 92, 93, 94 2 YEARS

[REDACTED]

[REDACTED]

T900-1, R11.3 DECORATIONS TO INDIVIDUALS (1990-1991) JAN 92, 93 1 YEAR

[REDACTED]

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[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

T900-1, R29	AF MAINTENANCE AWARDS Applications (1989-1991)	JAN 92, 93, 94	2 YEARS
T900-2, R 1	SUGGESTIONS, INVENTIONS & SCIENTIFIC ACHIEVEMENTS Forms (1990-1991)	JAN 92, 93	1 YEAR

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SCHEDULED DESTRUCTION DATE DISPOSITION

TABLE & RULE	DESCRIPTION	SCHEDULED DESTRUCTION DATE	DISPOSITION
T 40-1, R20	MANNING AUTHORIZATIONS <i>Records</i> (1990-1991)	UP TO MAR 92	6 MONTHS
T 74-1, R 1	ACQUISITIONS PRIME CONTRACTS & RELATED DATA (1990-1991)	JAN 92, 93	1 YEAR
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
T120-1, R 2	PERSONAL CONFERENCE PERIOD REPORTS OR PERSONAL COMPLIANTS (1990-1991)	JAN 92, 93	1 YEAR
T160-2, R 1	PHYSICAL EXAMINATION REPORTS (1990-1991)	JAN 92, 93	1 YEAR
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
T161-5, R 4	FACILITY MEDICAL INSPECTION RPT (1990-1991)	JAN 92, 93	1 YEAR
T161-6, R16	ANIMAL BITES/QUARANTINE <i>Reports</i> (1990-1991)	JAN 92, 93	1 YEAR
T162-2, R 2	DENTAL <i>Attendance</i> <i>Records</i> (1991)	UP TO DEC 91	3 MONTHS
T162-2, R 5	TEMPORARY DENTAL PROSTHETIC CASE <i>Reports</i> (1990-1991)	UP TO MAR 92	6 MONTHS
T168-10, R 6	STERILIZATION TESTING DOCUMENTATION (1989-1991)	JAN 92, 93, 94	2 YEARS
T168-12, R 5	PATIENT OR CLINICAL SERVICE QUESTIONNAIRES/SURVEYS (1990-1991)	JAN 92, 93	1 YEAR
T168-12 R 6	MEDICAL FACILITY INCIDENTS <i>statements</i> (1991)	UP TO JAN 92	4 MONTHS
T168-12, R 7	QUALITY ASSURANCE PROBLEM STATUS (1989-1991)	JAN 92, 93, 94	2 YEARS
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
T176-3, R19.1	NAF CONSOLIDATED DAILY REPORTS (1991)	UP TO JAN 92	4 MONTHS
T176-3, R21.1	NAF ACCOUNTS RECEIVABLE <i>Records</i> (1991)	UP TO JAN 92	4 MONTHS
T177-21, R 3.1	APPLICATION FOR LEAVE (1987-1989)	OCT 91, 92, 93	3 YEARS
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
T177-32, R33	NONAVAILABILITY OF GOV'T QUARTERS & MESS <i>Forms</i> (1990-1991)	UP TO OCT 92	1 YEAR