

INACTIVE - ALL ITEMS SUPERSEDED OR OBSOLETE

Schedule Number: N1-AFU-92-033

All items in this schedule are inactive. Items are either obsolete or have been superseded by newer NARA approved records schedules.

Description:

One-time disposal request for base closure; records presumed destroyed.

Date Reported: 7/22/2024

N1-AFU-92-033

INACTIVE - ALL ITEMS SUPERSEDED OR OBSOLETE

REQUEST FOR RECORDS DISPOSITION AUTHORITY <i>(See Instructions on reverse)</i>		LEAVE BLANK (NARA use only)	
TO NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		JOB NUMBER <i>NI-APU 92-33</i>	DATE RECEIVED <i>9/25/92</i>
1 FROM (Agency or establishment) DEPARTMENT OF THE AIR FORCE		NOTIFICATION TO AGENCY	
2 MAJOR SUBDIVISION <i>Directorate of Information Management</i>		In accordance with the provisions of 44 U.S.C. 3303a the disposition request, including amendments is approved except for items that may be marked disposition not approved or withdrawn in column 10	
3 MINOR SUBDIVISION <i>Policy Division, SAF/AAIA</i>			
4 NAME OF PERSON WITH WHOM TO CONFER <i>Mr. R. P. Dwyer</i>	5 TELEPHONE <i>703-614-3494</i>	DATE <i>12/21/92</i> for ARCHIVIST OF THE UNITED STATES <i>James W. Moore</i>	

6 AGENCY CERTIFICATION
I hereby certify that I am authorized to act for this agency in matters pertaining to the disposition of its records and that the records proposed for disposal on the attached 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, under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies,

is not required; is attached; or has been requested.

DATE SEP 21 1992	SIGNATURE OF AGENCY REPRESENTATIVE <i>Grace T. Rowe</i>	TITLE GRACE T. ROWE Chief, Records Mgmt Policy Branch Directorate of Information Mgmt
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7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
	<p>ONE-TIME AUTHORIZATION FOR EARLY DISPOSAL OF SHORT TERM TEMPORARY RECORDS DUE TO CLOSURE OF SONDRESTROM AIR BASE, GREENLAND</p> <p>Request NARA approval allowing Sondrestrom Air Base to destroy their temporary records listed in attachment 1, as requested by NARA per attachment 2. Attachment 1 is an extract of the base's submission, as 78% of its listed records were already designated by NARA in prior base closure actions as either eligible/not eligible for early destruction. These records are normally scheduled for destruction between Jan 1993-Jan 1997.</p>		

SONDRESTROM AIR BASE SHORT-TERM RECORDS

<u>TABLE/RULE</u>	<u>DESCRIPTION</u>	<u>DISPOSITION</u>
T4-2, R3	Stamp Stock (Stamp Requisitions)	6 Months
T4-2, R5	Penalty Mail Stamp (Daily Record of Stamps)	1 Year
T4-2, R10	Postage Meter Operations (Report of Meter Setting)	2 Years
T4-2, R15	Postal Accounts Audit Summary	6 Months
T4-2, R17	Postal Accounts Audit Record	1 Year
T4-4, R1	Receipt and Dispatch of Mail (for Registered Mail)	2 Years
T4-4, R2	Receipt and Dispatch of Mail (for Nonregistered Mail)	1 Year
T4-5, R8	Claims Paid by USPS and UPS	2 Years WITHDRAWN
T4-5, R11	Postal Tracers	2 Years
T4-5, R12	Designation/Termination of Postal Clerks	2 Years
T4-5, R16	Postal Bulletins	6 Months
T60-1, R24	Air Traffic Control Minutes of Meetings	2 Years
T66-1, R4.1	Maintenance Management-Technical Order Improvement and Deficiency Reporting Log	1 Year
T66-2, R9	Base-Level Contracted Maintenance-at Contract Maintenance Offices	1 Year
T67-1, R6.1	Supply Management-Mission Capability (MICAP) Summary Listings (Daily)	90 Days
T67-11, R2	Equipment Management-Organizational Records (at Bases)	2 Years
T67-11, R7	Base Equipment Master File (BEMF)-Monthly File Report	1 Year
T67-11, R12	Equipment Management-Audit Trail Records	1 Year
T67-11, R35	Personal Clothing and Equipment Record, and Comparable Forms (Retained Copies)	6 Months

T77-1, R9	Vehicle Time Compliance Technical Orders (TCTOs)	1 Year
T77-1, R12	Motor Vehicle Information System Documents (Quarterly Operations)	1 Year
T144-1, R8	Aviation Fuel, and Fuel Ground Products (Reports and Records)	1 Year
T144-1, R14	Aviation Fuel Inspection Records	6 Months
T144-1, R15	Aviation Fuel Test Records	6 Months
T145-2, R7	Commissary Store Requisitioning, Receiving and Transfer Records	1 Year
T145-2, R16	Commissary Store Shipping Discrepancies	1 Year
T145-2, R22	Menu Planning Board Meetings	1 Year
T146-1, R7	Administration of Food Service Central Preparation Facilities-Subsistence Requests	1 Year
T168-1, R6	Medical Facility Inspection Reports (No Specific Problems)	3 Months
T170-2, R1	Base Civil Engineer Cost Accounting Reports	3 Years
T176-3, R27	Bingo-Signature Sheets Prizes Awarded	2 Years
T176-3, R28	Vending and Amusement Machine Reports	2 Years
T176-3, R31	Non-Appropriated Fund (NAF) Financial Management-Collection (Accounts Control Records)	4 Years
T177-19, R6	Paying and Collecting-Agent Officer's Accountability (Reimbursement Vouchers)	1 Year