

REQUEST FOR RECORDS DISPOSITION AUTHORITY <i>(See Instructions on reverse)</i>		DO NOT WRITE IN THESE SPACES (NARA use only)	
TO NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		JOB NUMBER <i>71-AF2-01-3</i>	
1. FROM (Agency or establishment) DEPARTMENT OF THE AIR FORCE		DATE RECEIVED <i>2-28-01</i>	
2. MAJOR SUBDIVISION HQ COMMUNICATIONS AND INFORMATION		NOTIFICATION TO AGENCY	
3. MINOR SUBDIVISION INFORMATION DISSEMINATION AND MANAGEMENT DIVISION		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	
4. NAME OF PERSON WITH WHOM TO CONFER OLTHEA S. CROOM	5. TELEPHONE (703) 588-6194	DATE	ARCHIVIST OF THE UNITED STATES WITHDRAWN

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 6 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 <i>15 Feb 01</i>	SIGNATURE OF AGENCY REPRESENTATIVE CHERYLE D GUMAER <i>Cheryle D. Gumaer</i>	TITLE AIR FORCE RECORDS OFFICER
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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 GRS OR SUPERSEDED JOB CITATION	10.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)
1	Electronic copies created on electronic mail and electronic input records (word processing, form filler software) will be deleted after recordkeeping copy has been produced and when no longer needed for reference, updating, revision, or dissemination. ENVIRONMENTAL PLANNING (Table 32-1) (Applicable Air Force-Wide)		WITHDRAWN <i>6/4/01</i>
2	The purpose of this submission is to revise Table 32-1. The specific changes are discussed below		
3	Recommended changes are in compliance with Codes of Federal Regulations guidance as identified in Column D of the proposed table. Rules with revised disposition are identified by an "*" in column A and the new are identified by "***" in column A.		

JA 06/07/01 copy to: Numaer / NR

TABLE 32-1

ENVIRONMENTAL PLANNING

R U L E	If records are or pertain to	Consisting of	Which are	Then
*1	Pollution incident report, including UST spill and release report	Telegraphic details of the incident	at HQ USAF/ MAJCOMs	destroy after 1 year or after cleanup has been completed and approved by applicable regulatory authorities, as appropriate, whichever is later (note 6) AUTH
2		notices, reports and related documents pertaining to details of the incident	at bases	destroy after 5 years (note 6) AUTH N1-AFU-90-3
2.01	Emergency notices of pollution incidents or environmental violations	records on incidents/violations which result in wide public interest, congressional inquiry or investigation, or possible change in relations with a foreign nation	at HQ USAF, MAJCOMs and bases	retire as permanent (note 7) AUTH N1-AFU-87-18
*3	Environmental assessments	project description, discussion of environmental impact of the project and related papers	at MAJCOMs/ bases	Destroy 1 year after completion of action being assessed (See Note 5) AUTH.
*4	Draft or final environmental statement or overseas environmental studies	detailed project description and discussion of environmental impact of the project and related papers	at HQ USAF	
*5			at MAJCOMs and bases	
5.01	Environmental Protection Committee Meeting Minutes	minutes of meetings		destroy after 10 years AUTH N1- AFU-90-3
5.02	Environmental Pollutant Control Report, Environmental Management- By-Objectives, or Trash and Waste Recycling Proceeds Report	data submission		Destroy after 2 years AUTH N1- AFU-90-3
6	National Pollutant Discharge Elimination System (NPDES) applications/per mits	wastewater discharge applications and permits	at bases/stations	Retain for 3 years after expiration of the permit (See Note 1) AUTH N1-AFU-92-7
7			at MAJCOMs	destroy when superseded or obsolete (See Note 6) AUTH: N1-AFU-87- 18

Withdrawn

8	Pollutant analysis reports (see Note 2)	records and information resulting from monitoring activities, including those required by NPDES permits; including all records of analyses performed, and calibration and maintenance of instrumentation and recordings from continuous monitoring instrumentation	at MAJCOMs and bases	destroy after 3 years (See Note 6) AUTH N1-AFU-90-3
9			at USAF Occupational Environmental Health Laboratory (USAF OEHL)	Destroy after 10 years AUTH N1-AFU-90-3
*10	Violations of environmental standards	reports on violations/compliance agreements and actions taken prepared and submitted electronically by bases	at HQ USAF, MAJCOMs, Regional Environmental Offices, and bases	Destroy 5 years after regulatory agency officially acknowledges all violations have been corrected (see note 6). AUTH
*10.01	Notices of violation and compliance agreements	official notices received from regulatory agencies and any other related correspondence	at MAJCOMs, Regional Environmental Offices, and bases	Destroy 5 years after regulatory agency officially acknowledges all violations have been resolved (note 6) AUTH.
**10.02	Regulatory inspection report	summaries of inspections prepared and submitted electronically by bases	at HQ USAF, MAJCOMs, Regional Environmental Offices, and bases	Destroy 5 years after regulatory agency officially acknowledges all violations have been resolved (note 6). AUTH
11	Sampling point master record		at base bioenvironmental engineering activities	Destroy when installation closes or AF is relieved of accountability AUTH N1-AFU-90-3
12	Emission inventory	inventory report, tables, monitoring reports, Prevention of Significant Deterioration (PSD) survey results, and related correspondence and reports	<i>Withdrawn</i>	Destroy when updated inventory is prepared (See Note 6). AUTH N1-AFU-90-3
**12.01	Underground and above ground storage tank inventories	information on tank size, contents, materials of construction, age, location, regulatory status, etc	at HQ USAF, MAJCOMs, and bases	Destroy when updated inventory is prepared AUTH
13	Accumulation and disposition of recoverable and waste petroleum products	statistical summaries of quantities and methods of disposition.	at MAJCOMs, San Antonio Air Logistics Center and bases	Destroy 3 years after date of summary (note 6) AUTH N1-AFU-90-3 <u>Ref. 40 CFR 279.46(d), 279.56(c), 279.63(b), 279.65(b), 279.66(b), 279.72(b), 279.74(c) and 279.75(b) [July 1, 2000]</u>
14	Environmental management and contingency plans	plans and supporting data for spill prevention control and counter-measures plan, oil and hazardous substance pollution contingency plan; hazardous waste plan, hazardous waste treatment, storage, and disposal facility operation plan, traffic abatement plan; and similar plans		Destroy when obsolete, superseded or no longer needed. AUTH N1-AFU-87-18

*15	operations and maintenance of Hazardous and Solid Waste Treatment, Storage and Disposal Facilities (RCRA TSDFs)	detailed facility description, correspondence, permits, operating logs, and related documents at storage and treatment facilities	at bases /stations	destroy after regulatory agency acknowledges facility has been closed IAW approved closure plan AUTH. <u>Ref. 40 CFR 264.73(b) and 265.73(b) [July 1, 2000].</u>
**15.01		detailed facility description, correspondence, permits, operating logs, groundwater monitoring, testing or analytical data, corrective action and related documents at land disposal facilities	at bases /stations	destroy after regulatory agency acknowledges facility has been closed, or after completion of the post-closure care period (See notes 3 and 5) AUTH. <u>Ref. 40 CFR 264.73(b), 264.117(a)(1), 265.73(b) and 265.117(a)(1) [July 1, 2000].</u>
*16	Installation Restoration Program	reports, studies, and related correspondence	at HQ USAF, MAJCOMs and bases	destroy 50 years after last applicable record established or in January 2013, whichever is later (see note 4) AUTH.
*17	toxic waste management	annual records (manifests and certificates of disposal), annual document logs, and related documents	at HQ USAF, MAJCOMs, and bases	destroy 3 years after facility ceases using or storing PCBs or PCB Items AUTH <u>Ref. 40 CFR 761.180(a) and 761.209(a) [July 1, 2000].:</u>
**17.01		PCB spill cleanup records and certification of decontamination	at HQ USAF, MAJCOMs, and bases	Destroy 5 years after completion of cleanup and/or decontamination AUTH <u>Ref 40 CFR 761.125(b)(3) and (c)(5)[July 1, 2000].</u>
18	Halon 1211 and Halon 1301 reports	where and how much halon is used and stored		Destroy after 2010 AUTH. N1-AFU-93-4
*19	hazardous waste employee training records	Documentation showing facility personnel have successfully completed a program of classroom instruction or on-the-job training that teaches them to perform their duties in a way that ensures the facility's compliance with the requirements of RCRA	former employees at bases	Destroy 3 years from the date the individual last worked at the facility AUTH. <u>Ref 40 CFR 264.16 (e) and 265.16(e) [July 1, 2000].</u>
**19.01			current employees at bases	Destroy upon closure of facility AUTH.
**20	Hazardous Material Authorization	AF Form 3952	At using centers	Destroy after material is removed from authorization and any waste has been disposed of AUTH.
**21			At HAZMAT Pharmacies	Destroy when hazardous material has been deleted from Authorization List AUTH
**22	Environmental Planning	Electronic input records (word processing, for filler software)		Delete when record copy is printed and filed AUTH
**23	Underground storage tank (UST) compliance records	records documenting repairs	at bases	Destroy at end of UST's operating life. AUTH. <u>Ref. 40 CFR 280.33(f) [July 1, 2000].</u>

**24		Documentation of manufacturer's performance claims regarding release detection equipment, and documents pertaining to repair, calibration and maintenance of release detection equipment.	at bases	destroy 5 years after installation of equipment. AUTH <u>Ref. 40 CFR 280.45(a) and (c) [July 1, 2000].:</u>
**25		results of inspection and testing of cathodic protection systems	at bases	destroy 3 years after date of inspection / testing AUTH. <u>Ref 40 CFR 280.31(b) and (d)(2) [July 1, 2000].</u>
**26		records of UST site investigation at permanent closure	at bases	destroy 3 years after permanent closure AUTH Ref 40 CFR 280 74 [July 1, 2000] .
**27		results of sampling, testing or monitoring that demonstrates recent compliance with release detection requirements	at bases	Destroy after 1 year from date results obtained, or another reasonable period determined by regulatory agency AUTH <u>Ref 40 CFR 280.45(b) [July 1, 2000].</u>
**28	hazardous waste determination documentation	records documenting determination if waste is regulated as a hazardous waste	at bases	Destroy after 3 years from the date that the waste was last sent to a treatment, storage or disposal facility (see note 8) AUTH <u>Ref. 40 CFR 262.40(c) and 268.7(a)(7) [July 1, 2000].</u>
**29	hazardous waste biennial reports	records of activities regarding hazardous waste generation and disposition	at bases	destroy 3 years from the due date of subject report (see note 8) AUTH <u>Ref. 40 CFR 262.40(b) [July 1, 2000].</u>
**30	hazardous waste manifest	records identifying facilities shipping, storing, treating, and disposing of hazardous waste, and the type and quantity of waste shipped	at bases	destroy 3 years from the date the waste was accepted by the initial transporter (see note 8) AUTH <u>Ref. 40 CFR 262.40(a) [July 1, 2000].</u>
**31	hazardous waste exception reports	records of non-receipt of return of hazardous waste manifest	at bases	Destroy 3 years from the due date of subject report (see note 8) AUTH <u>Ref. 40 CFR 262.40(b) [July 1, 2000].</u>
**32	land disposal restriction notice and certification	notices and certificate citing the applicable land disposal restrictions.	at bases	Destroy 3 years from the date the waste was last sent to a TSDf (see note 8) AUTH <u>Ref. 40 CFR 268.7(a)(8) [July 1, 2000].</u>
**33	notification of intent to export hazardous waste	documents notifying EPA of a base's intent to export hazardous waste from the U.S	at bases	Destroy after 3 years from the date the hazardous waste was accepted by the initial transporter (see note 8) AUTH <u>Ref 40 CFR 262.57(a)(1) [July 1, 2000].</u>
**34	EPA acknowledgment of consent (for exports)	copy of EPA's Acknowledgement of Consent reflecting the receiving country's consent to accept the hazardous waste	at bases	Destroy after 3 years from the date the hazardous waste was accepted by the initial transporter (see note 8) AUTH <u>Ref 40 CFR 262.57(a)(2) [July 1, 2000].</u>

**35	waste export confirmation of delivery	copy of confirmation of delivery of exported hazardous wastes	at bases	Destroy after 3 years from the date the hazardous waste was accepted by the initial transporter (see note 8). AUTH: <u>Ref 40 CFR 262.57(a)(3) [July 1, 2000].</u>
**36	annual report (required of primary exporters of hazardous waste)	summary of the types, quantities, frequency, and ultimate destination of all hazardous waste exported during the previous calendar year	at bases	destroy 3 years from the due date of subject report (see note 8) AUTH: <u>Ref 40 CFR 262.57(a)(4) [July 1, 2000].</u>
**37	hazardous waste employee training records	documentation showing facility personnel have successfully completed a program of classroom instruction or on-the-job training that teaches them to perform their duties in a way that ensures the facility's compliance with the requirements of RCRA	former employees at bases	destroy 3 years from the date the individual last worked at the facility AUTH <u>Ref 40 CFR 264.16 (e) and 265.16(e) [July 1, 2000].</u>
**37.01			current employees at bases	destroy upon closure of facility. AUTH:
**38	emergency response activities involving explosives or military munitions	records identifying the dates of response, the responsible persons responding, the type and description of material addressed, and its disposition	at bases	destroy after 3 years from date of response. AUTH. <u>REF 40 CFR 264.1(g)(8)(iv), 265.1(c)(11)(D)(iv) and 270.1(c)(3)(iii) [July 1, 2000].</u>
**39	used or fired military munitions that land off-range and have not been promptly rendered safe and / or retrieved	records identifying the type of munitions and its location (to the extent the location is known)	at bases	destroy only after any imminent and substantial threats associated with the munitions have been addressed and no threats remain AUTH: <u>Ref. 40 CFR 266.202(d) [July 1, 2000].</u>
**40	quarterly inspections and annual inventories of non-chemical waste military	records of the findings of the quarterly inspections and annual inventories munitions stored IAW the conditional exemption provision at 40 CFR 266 205(a)(1).	at bases	destroy after 3 years from the date the inspection or inventory was conducted AUTH. <u>Ref 40 CFR 266.205(a)(1)(vi) [July 1, 2000].</u>
41	releases of toxic chemicals	the Toxic Release Inventory (TRI) report and all supporting information, materials and documentation.	at HQ USAF, MAJCOMs and bases	destroy after 3 years from the due date of the TRI report AUTH. <u>Ref. 40 CFR 372.10 [July 1, 2000].</u>

NOTE(S):

- 1 When AF is relieved of accountability or when the AF installation no longer discharges pollutants, retain the last NPDES application/permit for 10 years, then destroy. If a longer retention period is required, submit a request for change to AF/SCTIR through your Functional Area Records Manager
- 2 See table 48-5 for drinking water analyses
- 3 Landfill operations (Solid Waste Disposal Facilities) must be identified on master plans, real property facility record, etc (See table 32-14, Real Property Accountable Documentation, and table 32-17, Air Base Planning Records)
- 4 Destroy 50 years from the date of the establishment of the documentation or 50 years after the enactment of P L 96-510, 11 December 1980, whichever is later (Section 103, P L. 96-510) If the Administrator of the

~~Environmental Protection Agency (EPA), the EPA regional administrator, the state or local environmental officials, or the installation commander require a longer retention period for the protection of the public health or welfare, submit a request to AF/SCTIR through your Functional Area Records Manager for approval of the revised retention period and hold the records in a "pending disposition" status.~~

~~5 Not authorized for retirement to staging area and/or federal records centers~~

~~6. Comply with rule disposition or the Local/State/Federal requirements, whichever is later.~~

~~7 Transfer to National Archives in 5 years blocks when the latest records in the block are 25 years old~~

~~8 The periods of retention are extended automatically during the course of any unresolved enforcement action or as requested by EPA~~

withdrawn