

REQUEST FOR RECORDS DISPOSITION AUTHORITY		LEAVE BLANK (NARA use only)	
		JOB NUMBER N1-AFU-03-3	
To: NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001		Date received 8-31-2007	
1. FROM (Agency or establishment) Department of the Air Force		NOTIFICATION TO AGENCY 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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	
2. MAJOR SUBDIVISION Secretary of the Air Force			
3. MINOR SUBDIVISION SAF/XCP (A6)			
4. NAME OF PERSON WITH WHOM TO CONFER Emma A. Hochgesang-Noffsinger	5. TELEPHONE NUMBER (703) 696-6496	DATE 11/28/07	ARCHIVIST OF THE UNITED STATES <i>Mark W...</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 <u>3</u> page(s) are not needed now for the business for 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, <input checked="" type="checkbox"/> is not required <input type="checkbox"/> is attached; or <input type="checkbox"/> has been requested.			
DATE 27 Aug 2007	SIGNATURE OF AGENCY REPRESENTATIVE <i>Emma A. Hochgesang Noffsinger</i>		TITLE Air Force Records Officer & Program Manager
7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
	INDIVIDUAL R&D PROJECTS (Table 61-2) (Applicable Air Force-wide) This SF 115 covers Research and Development (R&D) case files Air Force-wide. Proposed here are revised dispositions for records covered by current Rules 1 and 9, as well dispositions for records covered by new rules 1.01, 1.02, and 5.01 - 5.04, in Table 61-2 of AFRIMS RDS. (The current disposition for Rules 1 and 9 is "unscheduled".) See attached Decision Logic Table (DLT). Asterisked rules are those for which new or revised dispositions are proposed.		
	<i>LC 11/28/07 copies sent to agency & NWCM, GWR</i>		<i>NWMB, NWME, NWMW, NWES</i>

**TABLE 61-2 |
INDIVIDUAL R&D PROJECTS |**

	A	B	C	D
RULE	If the records are or pertain to	Consisting of	Which are	Then
* 1	Research and development (R&D) case files accumulated and maintained by a project scientist, engineer, or manager with primary responsibility for an approved R&D effort	Project authorizations; planning documents; cost and technical proposals; contractual and procurement records; literature search results; briefings; engineering drawings, specifications, photographs, and audiovisual materials; R&D Record Books and other raw data; project tracking and oversight records; correspondence and email; project status reports; technical reports including interim and final reports; report tracking information sent to DTIC; and related records	<u>Unclassified</u> files retired to WNRC, NPRC, or another records center <u>before</u> January 1, 2008	Destroy 75 years after project completion or termination (See Notes 1, 2, 9, and 10). AUTH:
* 1.01			<u>Security-classified</u> files retired to WNRC, NPRC, or another records center <u>before</u> January 1, 2008	Retire as permanent. (See Notes 1 and 6). AUTH:
* 1.02			<u>All</u> files maintained in Air Force physical custody or retired to a records center on or <u>after</u> January 1, 2008	Destroy 75 years after project completion or termination (See Notes 2, 3, 9, and 10). AUTH:
2	R&D support case files accumulated and maintained by supporting, participating, testing or other activity without prime responsibility			Destroy 3 months after termination or completion of the activity's participation in the R&D effort. AUTH: N1-AFU-90-3
3	(RESERVED)			(RESERVED)
4	(RESERVED)			(RESERVED)
5	R&D documentation accumulated at activities other than those covered by rules 1, 1.01, 1.02, or 2			Destroy on completion or termination of the R&D effort or when no longer needed, whichever is sooner. AUTH: N1-AFU-90-3

previously approved

previously approved

**TABLE 61-2 (continued) |
INDIVIDUAL R&D PROJECTS|**

	A	B	C	D
RU LE	If the records are or pertain to	Consisting of	Which are	Then
* 5.01	R&D final and interim reports	Maintained by scientists, engineers, or managers with primary responsibility and filed separate from the R&D case files	Pertaining to R&D case files maintained in Air Force physical custody or retired to a records center on or <u>after</u> January 1, 2008	Retire as permanent. (See Notes 5 and 6.) AUTH:
* 5.02		Collections held by AFRL directorates' technical libraries, in paper format		Retire as permanent when no longer needed by Air Force (See Note 7). AUTH:
* 5.03		Collections held by AFRL directorates' technical libraries, in electronic format	<u>Unclassified</u> electronic reports dated <u>before</u> January 1, 2008	Retire as permanent (See Note 8). AUTH:
* 5.04			<u>Security-classified</u> electronic reports dated <u>before</u> January 1, 2008 and <u>all</u> electronic reports dated on or <u>after</u> January 1, 2008	Destroy when no longer needed by Air Force. AUTH:
* 9	Cooperation with other countries in R&D of defense equipment	Multinational R&D and production programs documentation	At OPR	Follow disposition instructions for Rules 1, 1.01, 1.02, or 5.01, as applicable (See Notes 9 and 10). AUTH.

Instruction (NARA approval not required)

NOTES (to Table 61-2):

* 1: Sets of final and interim reports dated before January 1, 2008, and maintained separate from R&D case files by scientists, engineers, and managers with primary responsibility, should be transferred to the National Archives as permanent using the transfer instructions in Note 6.

* 2: Air Force may determine that an R&D project has exceptional historical significance because it produced a particularly broad and enduring benefit to Air Force or society, because it generated widespread national or international attention, or because of some other reason. Such a determination may be made upon project closeout by the scientist, engineer, or manager overseeing the project. For a project determined to have exceptional historical significance, Air Force should propose to the National Archives and Records Administration (NARA) that the relevant case file in toto be retired to the National Archives as permanent. If NARA concurs that the case file should be permanent, Air Force should mark it as "historically significant file". The file then should be transferred to the National Archives as permanent using the transfer instructions in Note 6.

* 3: For case files covered by Rule 1.02, a copy of all final and interim reports must be kept for permanent retention under Rule 5.01.

4: Reserved.

* 5: The scientist, engineer, or manager responsible for an R&D case file maintained in Air Force physical custody or retired to a records center on or after January 1, 2008, should ensure that a copy of the final and interim reports is retained for filing under Rule 5.01. These final and interim reports generally should conform to the AFRL or DTIC standard format, including an abstract (SF 298, DD Form 1473, etc.).

* 6: When the recordkeeping copies are paper, transfer legal and physical custody of the records to the National Archives in 5-year blocks when the latest record in block is 30 years old, after declassification review (for example, 2002-2006 records will be transferred in 2037). When the recordkeeping copies are electronic, transfer an electronic copy of the records to the physical custody of the National Archives for pre-accessioning, in 2-year blocks when latest record in block is 2 years old (for example, 2005-2006 records will be transferred in 2009) in accordance with the standards for permanent electronic records in 36 CFR 1228.270 or other applicable NARA standards. Transfer legal custody of electronic records to the National Archives when records are 30 years old, after declassification review.

* 7: This note applies to reports at AFRL technical libraries which are in paper format. Transfer physical and legal custody to the National Archives when no longer needed by the Air Force, after declassification review.

Note 8 replaced by pen-and-ink change. (See following 2 pages.) - R. Noble 5/12/08

~~* 8: This note applies to reports at AFRL technical libraries which (a) are in electronic format, (b) are not security classified, and (c) are dated before January 1, 2008. As soon as possible after January 1, 2008, transfer an electronic copy of the reports to the physical custody of the National Archives for pre-accessioning, in accordance with the standards for permanent electronic records in 36 CFR 1228.270 or other applicable NARA standards. Transfer legal custody to the National Archives when reports are 30 years old, after declassification review.~~

* 9. Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.

* 10: Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

[The asterisks above identify the Rules and Notes covered by this SF115.]



National Archives and Records Administration

8601 Adelphi Road
College Park, Maryland 20740-6001

Date : May 12, 2008

Reply to

Attn of : Richard Noble (NWML)

Subject : Pen-and-ink change to N1-AFU-03-3 (Air Force Table 61-2, Rule 5.03)

To : NWMD, NWME, NWMW, NWCS, NWCT-2R, NR

Attached is a pen-and-ink change to job N1-AFU-03-3 covering Air Force R&D case files and reports (Table 61-2, Rules 1, 1.01, 1.02, 5.01 – 5.04, and 9, in the Air Force records disposition schedule). The change specifically relates to Rule 5.03, covering unclassified electronic R&D final and interim reports dated before 2008, held by Air Force Research Laboratory technical libraries.

The attached change (which is shaded) replaces Note 8 (to Rule 5.03) and thereby modifies the period for transferring physical custody of these permanent records to the National Archives. Specifically, the period for transferring physical custody is changed from “as soon as possible after January 1, 2008” to when the records are “20 years old or when no longer needed by Air Force, whichever is sooner”. This change has been accepted by NWME and the Air Force Records Officer.

If you have any questions about this change, please feel free to contact me.

A handwritten signature in cursive script that reads "Richard Noble".

RICHARD NOBLE
Senior Records Analyst
Life Cycle Management Division (NWML)
(301) 837-2019

Attachment

Pen-and-ink change, 5/12/08:

~~* 8. This note applies to reports at AFRL technical libraries which (a) are in electronic format, (b) are not security classified, and (c) are dated before January 1, 2008. As soon as possible after January 1, 2008, transfer an electronic copy of the reports to the physical custody of the National Archives for pre-accessioning, in accordance with the standards for permanent electronic records in 36 CFR 1228.270 or other applicable NARA standards. Transfer legal custody to the National Archives when reports are 30 years old, after declassification review.~~

* 8. This note applies to reports at AFRL technical libraries which (a) are in electronic format, (b) are not security classified, and (c) are dated before January 1, 2008. Transfer physical custody to the National Archives, ~~for pre-accessioning, in 2-year blocks when the latest record in block is 20 years old or when no longer needed by Air Force, whichever is sooner.~~ The transfer should be in accordance with the standards for permanent electronic records in 36 CFR 1228.270 or other applicable NARA standards. Transfer legal custody to the National Archives when the records are 30 years old, after declassification review.

NARA revoked pre-accession policy on 4/19/2027.