REQUEST FOR RECORDS DISPOSITION AUTHORITY

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

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

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 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,

☐ is not required ☐ is attached, or ☐ has been requested

DATE 27 Aug 2007

SIGNATURE OF AGENCY REPRESENTATIVE Emma A. Hochgesang-Noffsinger

TITLE Air Force Records Officer & Program Manager

7 ITEM NO 8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION

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

PREVIOUS EDITION NOT USABLE

STANDARD FORM 115 (REV 3-91)
Prescribed by NARA 36 CFR 1228
<table>
<thead>
<tr>
<th>RUL E</th>
<th>A If the records are or pertain to</th>
<th>B Consisting of</th>
<th>C Which are</th>
<th>D Then</th>
</tr>
</thead>
<tbody>
<tr>
<td>* 1</td>
<td>Research and development (R&amp;D) case files accumulated and maintained by a project scientist, engineer, or manager with primary responsibility for an approved R&amp;D effort</td>
<td>Project authorizations, planning documents, cost and technical proposals, contractual and procurement records, literature search results, briefings, engineering drawings, specifications, photographs, and audiovisual materials, R&amp;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</td>
<td>Unclassified files retired to WNRC, NPRC, or another records center before January 1, 2008</td>
<td>Destroy 75 years after project completion or termination (See Notes 1, 2, 9, and 10) AUTH</td>
</tr>
<tr>
<td>* 1.01</td>
<td>R&amp;D support case files accumulated and maintained by supporting, participating, testing or other activity without prime responsibility</td>
<td></td>
<td>Security-classified files retired to WNRC, NPRC, or another records center before January 1, 2008</td>
<td>Retire as permanent (See Notes 1 and 6) AUTH</td>
</tr>
<tr>
<td>* 1.02</td>
<td>R&amp;D documentation accumulated at activities other than those covered by rules 1, 1.01, 1.02, or 2</td>
<td>All files maintained in Air Force physical custody or retired to a records center on or after January 1, 2008</td>
<td>Destroy 75 years after project completion or termination (See Notes 2, 3, 9, and 10) AUTH</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>(RESERVED)</td>
<td>Destroy 3 months after completion or termination of the R&amp;D effort or when no longer needed, whichever is sooner</td>
<td>AUTH N1-AFU-90-3</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>(RESERVED)</td>
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<td></td>
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<tr>
<td>4</td>
<td>(RESERVED)</td>
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<tr>
<td>5</td>
<td>R&amp;D documentation accumulated at activities other than those covered by rules 1, 1.01, 1.02, or 2</td>
<td></td>
<td>Destroy on completion or termination of the R&amp;D effort or when no longer needed, whichever is sooner</td>
<td>AUTH N1-AFU-90-3</td>
</tr>
<tr>
<td>A</td>
<td>B</td>
<td>C</td>
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<tr>
<td><strong>RULE 5.01</strong></td>
<td>if the records are or pertain to R&amp;D final and interim reports</td>
<td>consisting of maintained by scientists, engineers, or managers with primary responsibility and filed separate from the R&amp;D case files</td>
<td>Retire as permanent (See Notes 5 and 6) AUTH</td>
<td></td>
</tr>
<tr>
<td><strong>RULE 5.02</strong></td>
<td>Collections held by AFRL directorates' technical libraries, in paper format</td>
<td>Unclassified electronic reports dated before January 1, 2008</td>
<td>Retire as permanent (See Note 8) AUTH</td>
<td></td>
</tr>
<tr>
<td><strong>RULE 5.03</strong></td>
<td>Collections held by AFRL directorates' technical libraries, in electronic format</td>
<td>Security-classified electronic reports dated before January 1, 2008</td>
<td>Destroy when no longer needed by Air Force AUTH</td>
<td></td>
</tr>
<tr>
<td><strong>RULE 5.04</strong></td>
<td>Cooperation with other countries in R&amp;D of defense equipment</td>
<td>Multinational R&amp;D and production programs documentation</td>
<td>Follow disposition instructions for Rules 1, 1 01, 1 02, or 5 01, as applicable (See Notes 9 and 10) AUTH</td>
<td></td>
</tr>
</tbody>
</table>

**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.]
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.