

REQUEST FOR RECORDS DISPOSITION AUTHORITY <i>(See Instructions on reverse)</i>		DO NOT WRITE IN THESE SPACES HAVE BLANK (NARA use only)	
TO NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		JOB NUMBER <i>21-AF 2-04-1</i>	DATE RECEIVED <i>11-12-2003</i>
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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	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 DIRECTORATE OF COMMUNICATIONS OPERATIONS			
3 MINOR SUBDIVISION FORCE AND INFORMATION MANAGEMENT DIVISION			
4. NAME OF PERSON WITH WHOM TO CONFER OLTHEA S CROOM Air Force Records Officer	5 TELEPHONE (703) 588-6194	DATE <i>11/3/03</i>	ARCHIVIST OF THE UNITED STATES <i>[Signature]</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 4 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 10 Nov 03	SIGNATURE OF AGENCY REPRESENTATIVE <i>[Signature]</i> OLTHEA S. CROOM	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7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10.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)
	<p>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</p> <p style="text-align: center;">CIVIL ENGINEER RECORDS, AFMAN 37-139 32-SERIES TABLES (Applicable Air Force-Wide)</p> <p>This submission schedules the below tables Table 32-15, Rule 3 <i>(7, 7.1)</i> Table 3216, Rules <i>1, 6, and 8</i> Table 32-17, Rule 2 Table 32-18, Rules 2 01, 4, and 5</p> <p>This is a media neutral schedule, applicable to records regardless of format or media.</p>	<p><i>GRS 20, items 13 & 14</i></p> <p><i>approved by Noffsinger.</i></p>	<p><i>E. Hochgesang- 10/17/07</i></p>
<i>le 11/08 copies sent to agency, DDMW, NWCS, & NARA</i>			

TABLE 32-15
ENGINEER QUALIFICATION RECORDS AND PROJECT CONTROL FILES

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	Then
*3	Engineer Project Control Files	Plans, drawings, design data, specifications, construction justification, budget data, cost estimates, and related correspondence and forms, such as military construction line item data, and USAF construction program used for monitoring and/or reporting in the development of new engineering and construction design principles, standards and criteria, preparation and/or validation of installation concepts and requirements for weapons systems and special project		Destroy 1 year after final acceptance of the construction, inactivation of installation of facility, or when no longer needed, whichever is later AUTH

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TABLE 32-16
CIVIL ENGINEER DESIGN DATA

	A	B	C	D
R U L E	If the records are or pertain to	Consisting of	which are	Then
1	Design Plans and Policy at HQ USAF	Reports, studies, plans, drawings, and other related data used to develop and/or monitor A-E design policies, criteria, and standards for planning and development of construction, repairs, alterations, utilities, and other facilities and services		Destroy after 1 year or when no longer needed, whichever is later AUTH
2	6 Maps, plans, drawings, and photographs	Layout maps, plans, drawings, and photographs having historical value, depicting an installation and its installed property (other than records included in comprehensive plans in Table 32-17) (See Note 1)	At bases/stations	When Air Force is relieved of accountability for a base, installation, or portion thereof, transfer relevant records to the National Archives as permanent (See Notes 1, 3, 4, and 5) AUTH
3	7 Maps, plans, drawings, and photographs	Layout maps, plans, drawings, and photographs lacking in historical value, depicting an installation and its installed property (other than records included in comprehensive plans in Table 32-17) (See Note 2)	At bases/stations	When Air Force is relieved of accountability for a base, installation, or portion thereof, and retains recapture rights, destroy relevant records 75 years after Air Force is relieved of accountability (See Note 2) AUTH
4	7.1			When Air Force is relieved of accountability for a base, installation, or portion thereof, and does not retain recapture rights, retire relevant records to the entity accepting responsibility for the property Destroy records if the entity refuses them (See Notes 2 and 4) AUTH
5	8 Civil Engineer Specifications	Copies of specifications used in master planning, construction, maintenance, repairs, and for inspections of work		Destroy 1 year after final acceptance of the construction, inactivation of installation or facility, or when no longer needed, whichever is later AUTH

*with-drawn
7/17/07*

TABLE 32-17				
AIR BASE PLANNING RECORDS				
	A	B	C	D
R U L E	If the records are or pertain to	Consisting of	which are	Then
2	Comprehensive plans and supporting data	Comprehensive plans (as described in AFI 32-7062) of a base or installation, including attendant charts, drawings, and photographs	At bases/stations	Transfer as permanent to the National Archives when no longer needed by Air Force (See Notes 3, 4, and 5)

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Notes to Table 32-16, Rules 6, 7, and 7.1, and Table 32-17, Rule 2:

Note 1: Records having historical value include significant layout maps (also called site plans) of a base, installation, or portion thereof, and architectural and engineering drawings (including final working drawings and as-built drawings) and related records depicting important structures or property, such as mission-related structures, long-lasting and important structures, buildings reflecting a distinctive architectural style, or a standard design used for multiple Air Force buildings.

Note 2: Records lacking in historical value include architectural and engineering drawings and related records depicting temporary or routine structures such as telephone and electric lines, parking lots, minor administration buildings, storage sheds, fences, lavatories, and electrical, plumbing, heating, or air conditioning systems.

Note 3: When records are maintained electronically, every effort will be made to transfer the records to the National Archives in an electronic format consistent with NARA transfer guidance in 36 CFR 1228.270 and other appropriate NARA standards.

Note 4: If real property is returned to a local (CONUS) or foreign (overseas) government, retain records at the next higher level of command until it is determined that no claim will be filed against the United States.

Note 5: When a non-Air Force entity accepts accountability for a property, duplicates of records may be offered to that entity or to the government agency charged with disposing of the government property.

TABLE 32-18

USAF MILITARY CONSTRUCTION PROGRAM STATUS REPORT AND CONSTRUCTION PROJECT FILES

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	Then
7	*2.01 Status Reports - Source Feeder, or Background Data at HQ USAF	form reports on completion of the projects in rule 1		Destroy when no longer needed, or after 1 year, whichever is sooner later . AUTH
8	*4 Construction Project Files Approved And Funded But Cancelled Before Start or Completion of Construction Authorized	Site plans and feasibility studies, charts, maps, preliminary, interim, and final drawings, photographs, cost estimates, construction and funding authorities, reports of inspections, progress, and of status, construction transfer, and final acceptance records, with correspondence		Destroy 5 years after cancellation of construction project AUTH
9	*5 Construction Project Control Files Completed			Retain for 5 years after financial completion of project or settlement of claims, whichever is later, then retire to a Federal Records Center and ^A destroy after 50 years (See Note 409) AUTH

NOTE:

409. When Air Force is construction agent on new construction (except for family housing which is covered in Table 32-20), forward to the civil engineer responsible for the utilization, maintenance, and operation of the completed construction all "as built" drawings, specifications, and other essential data, together with a Transfer and Acceptance of Military Real Property (DD Form 1354). This data will be made a part of the base accountability records (see table 32-14).

Changes to Rule 2.01, columns A, B, and D; Rule 5, column D; and Note 409 are per 12/15/03 teleconference of O. Croom and R. Noble.

TABLE 32-16

CIVIL ENGINEER DESIGN
DATA

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	Then
*1	Design Plans and Policy at HQ USAF	Reports, studies, plans, drawings, and other related data used to develop and/or monitor A-E design policies, criteria, and standards for planning and development of construction, repairs, alterations, utilities, and other facilities and services		Destroy after 1 year or when no longer needed, whichever is later. AUTH:
*6	Maps, Plans, Drawings, and Photographs at bases/stations	Copies of all layout maps, plans, drawings, and photographs of an installation and its installed property (other than Master Planning Records in Table 32-17)		Destroy 75 years after recapture rights are retained by AF for the entire or portions of the installation AUTH.
*8	Civil Engineer Specifications	Copies of specifications used in master planning, construction, maintenance, repairs, and for inspections of work		Destroy 1 year after final acceptance of the construction, inactivation of installation or facility, or when no longer needed, whichever is later AUTH:

superseded 10/17/07

TABLE 32-17

AIR FORCE PLANNING RECORDS

	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	Then <i>when</i>
*2	Comprehensive Plans and Supporting Data at Bases/Stations	Plans of present or planned installations, attendant charts, drawings, and photographs		Destroy plan is revised in its entirety, or when AF is relieved of accountability for installation, (See Note 211) AUTH

NOTE:

211. On return of real property to local (CONUS) or foreign (overseas) government, transfer copies of plans to the individual or agency accepting accountability, retire a copy of all records involved in the transfer action after it is determined that no claim will be filed against the United States

whichever is sooner.

changes to column D are per 12/15/03 teleconference of O. Croom and R. Noble.

superseded 10/17/07