

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

10/1/80

LEAVE BLANK

TO: **GENERAL SERVICES ADMINISTRATION,
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408**

1. FROM (AGENCY OR ESTABLISHMENT)
DEPARTMENT OF THE AIR FORCE

2. MAJOR SUBDIVISION
1947 Administrative Support Group (HQ USAF)

3. MINOR SUBDIVISION
Information Management and Resources Division

4. NAME OF PERSON WITH WHOM TO CONFER

Mrs. Grace T. Rowe

5. TEL. EXT.

694-3527

JOB NO.

NCI-AFU-81-1

DATE RECEIVED

October 10, 1980

NOTIFICATION TO AGENCY

In accordance with the provisions of 44 U.S.C. 3303a the disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10.

Returned Without Action
Date Archivist of the United States

6. CERTIFICATE OF AGENCY REPRESENTATIVE:

I hereby certify that I am authorized to act for this agency in matters pertaining to the disposal of the agency's records; that the records proposed for disposal in this Request of 3 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified.

A Request for immediate disposal.

B Request for disposal after a specified period of time or request for permanent retention.

C. DATE
24 SEP 1980

D. SIGNATURE OF AGENCY REPRESENTATIVE
Herbert G. Geiger

E. TITLE
**HERBERT G. GEIGER, Chief
Information Mgt and Resource Div**

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
1	<p align="center">INDUSTRIAL FACILITIES DOCUMENTATION (Table 78-3, Applicable Air Force-wide)</p> <p>The purpose of this submission is to have table 78-3, rule 6, expansion case files, appraised for permanent retention. The files are the record set of the real property case files which relate to facility leases, leaseholds, contractor's agreement, Air Force final drawings of facility expansion, authorization of acquisition of facilities, facility contract, powers of attorney and similar legal documents reflecting the planning, acquisition, and administration of the industrial facility projects. They are similar to the real property case files described in table 87-1, rule 1, AFM 12-50, except they pertain to industrial property owned by the Air Force. Table 87-1, rule 1 has been appraised permanent under NARS job NCI-AFU-77-38. The expansion case files are more valuable now than ever because of the environmental consciousness of any pollutants, etc., that may have been discharged at the site and how we handled situations on fluents, etc., at the time. They are used for court cases and to answer various inquiries about the property. They contain evidential and informational data of historical significance and must be retained.</p>	NN-170-33	1 item

No mass data change required. Copy of job sent to agency as enclosure to NCD's 1-31-84 letter. Copy of job sent to NNA by RAW on 1-31-84.

INSTRUCTIONS

General Instructions:

Use Standard Form 115 (obtainable from supply depots of the Federal Supply Service, General Services Administration) and the continuation sheet Standard Form 115a (obtainable from the Records Disposition Division, Office of Federal Records Centers, National Archives and Records Service, Washington, D.C. 20408) to obtain authority to dispose of records or to request permanent retention of records. Detach the fifth copy from the set and keep as your reference copy. Submit the first four copies of the set to the National Archives and Records Service. One copy will be returned to the agency as notification of items that are authorized for disposal. Items withdrawn or not approved for disposal will be so marked. Each SF 115 requiring Comptroller General concurrence must be accompanied by a notification of approval from GAO.

Specific Instructions:

Entries 1, 2, and 3 should show what agency has custody of the records that are identified on the form, and should contain the name of the department or independent agency, and its major and minor subdivisions.

Entries 4 and 5 should help identify and locate the person to whom inquiries regarding the records should be directed.

Entry 6 should be signed and dated on the four copies by the agency representative. The number of pages involved in the request should be inserted.

Box A should be checked if the records may be disposed of immediately. Box B should be checked if continuing disposal authority is requested or if permanent retention is requested. Only one box may be checked.

Entry 7 should contain the numbers of the items of records identified on the form in sequence, i.e., 1, 2, 3, 4, etc.

Entry 8 should show what records are proposed for disposal.

Center headings should indicate what office's records are involved if all records described on the form are not those of the same office or if they are records created by another office or agency.

An identification should be provided of the types of records involved if they are other than textual records, for example, if they are photographic records, sound recordings, or cartographic records.

An itemization and accurate identification should be provided of the series of records that are proposed for disposal or retention.

Each series should comprise the largest, practical grouping of separately organized and logically related materials that can be treated as a single unit for purposes of disposal. Component parts of a series may be listed separately if numbered consecutively as 1a, 1b, etc., under the general series entry.

A statement should be provided showing when disposal is to be made of the records, thus:

If immediate disposal is requested of past accumulations of records, the inclusive dates during which the records were produced should be stated.

If continuing disposal is requested for records that have accumulated or will continue to accumulate, the retention period may be expressed in terms of years, months, etc., or in terms of future actions or events. A future action or event that is to determine the retention period must be objective and definite. If disposal of the records is contingent upon their being microfilmed, or otherwise reproduced or recorded on machine readable media, the retention period should read: "Until ascertained that reproduced copies or recordings have been made in accordance with GSA regulations and are adequate substitutes for the paper records." Also, the provisions of FPMR § 101-11.5 should be observed.

Entry 9 should be checked if samples are submitted for an item. However, samples of the records are not required unless they are requested by the NARS appraiser. If an item has been previously submitted, the relevant job and item number should be entered.

Entry 10 should be left blank.

72-170-32

The purpose of this expansion is to have table 72-3, rule 6, expansion case files, appraised for permanent retention. The files are the record set of the real property case files which relate to facility leases, leases, contractor's agreement, Air Force final drawings of facility expansion, authorization of acquisition of facilities, facility contract, covers of location of facilities, facility contract, reflecting the drawings, acquisition, and administration of the facility. They are similar to the real property case files described in table 87-1, rule 1, 12-20, except they pertain to industrial property owned by the Air Force. Table 87-1, rule 1 has been appraised permanent under GAO/IG-77-38. The expansion case files are more valuable now than ever because of the environmental consequences of any pollutants, etc., that may have been discharged at the site and how they affect the health of the area. They are used for court cases and to answer various inquiries about the property. They contain valuable information that is of historical significance and should be retained.

Request for Records Disposition Authority – Continuation

JOB NO.

PAGE OF
2 OF 2

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	<p>We estimate that there are approximately 694 cubic feet of these documents in the records centers (248 cubic feet at the Washington National Records Center) with an annual accumulation of about 20-30 cubic feet.</p> <p>The files may be offered to National Archives, thirty years after the Air Force disposes of the property. As to access, there is proprietary information in these files that must be protected. Exemption 4 to the Freedom of Information Act applies. There is also classified information in the files and restrictions on access to security classified information apply.</p> <p>The files are arranged numerically by plant number and alphabetically by contractor name.</p>		

TABLE 78-3 (Continued)

R U L E	A If documents are or pertain to	B consisting of	C which are	D then	Supersedes AFM 181-5, 1 Dec 66, paragraph
6	expansion case files	real property records which relate to facility leases, leaseholds, contractor's agreement, contractor appendices, AF final drawings of facility expansion, authorization of acquisition of facilities, facility contract, delegations of authority, powers of attorney, and similar legal documents reflecting the planning, acquisition, and administration of facility projects	record sets	retire as <u>permanent</u> .	220111a
7			with a prime contract.	destroy in accordance with table 70-1.	
8	general purpose production equipment records	records related to Government-owned equipment or machinery furnished to contractors, including sub-contractors, when specifically provided for in the terms of a written contract, bailment agreement, or lease			220111b
9	facility capability report system	preaward survey of prospective contractor general, facility advisory board actions, replies to the buyer, supplemental correspondence relative to a contractor's facilities equipment, engineering capabilities, financial status, quality control and productive capacity, and comparable records		destroy when superseded, obsolete, or no longer needed.	220124

← rule 6 only

AFM 12-50

1 October 1969

10-262

Note: Consolidated funding determinations are forwarded to the Director of the Budget, HQ USAF by Financial Status of RDT&E and Procurement Program.