

REQUEST FOR RECORDS DISPOSITION AUTHORITY

(See Instructions on reverse)

TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR)
WASHINGTON, DC 20408

1. FROM (Agency or establishment)

DEPARTMENT OF THE AIR FORCE

2. MAJOR SUBDIVISION

DIRECTORATE OF INFORMATION MANAGEMENT

3. MINOR SUBDIVISION

RECORDS MANAGEMENT POLICY BRANCH

4. NAME OF PERSON WITH WHOM TO CONFER 5. TELEPHONE

JOYCE L. TRUETT

(703) 614-3527

LEAVE BLANK (NARA use only)

JOB NUMBER

NI-AFU-84-32

DATE RECEIVED

4-19-84 Original

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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.

Acting

DATE

5/26/93

ARCHIVIST OF THE UNITED STATES

Raymond A. Moley

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 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

25 Sep 92

SIGNATURE OF AGENCY REPRESENTATIVE

Grace T. Rowe

TITLE

GRACE T. ROWE
Chief, Records Mgmt Policy Branch

7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
	<p>INDUSTRIAL FACILITIES RECORDS (TABLE 78-3, Rules 6 and 6.1) (APPLICABLE Air Force-wide)</p> <p>SAF/AQ, the office of primary responsibility for industrial facilities case files, has proposed that the real property records relating to facility leases, leaseholds, contractor's agreements, contractor appendices, AF final drawings of facility expansion, authorization of acquisition of facilities, facility contact, delegations of authority, powers of attorney, and similar legal documents reflecting the planning, acquisition, and administration of facility projects be permanent. The documents are similar to those records valued as permanent under Table 87-1 of AFR 4-20, Vol 2.</p> <p>We have created Rule 6.1 for documents for minor changes that we feel warrant being kept for an extended period of time (50 years after inactivation of facility) instead of permanent. This will allow the documents of lesser retention to be segregated and reduce the volume of permanent documents and at the same time made the records available for environmental cleanups.</p>		

TABLE 78-3 INDUSTRIAL FACILITIES RECORD

R U L E	A	B	C	D
	If documents are or pertain to	consisting of	which are	then
6.1	Industrial facilities case files	real property records which relate to facility leases, leaseholds, contractor's agreements, 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.		Permanent. Transfer to NARA 50 years after inactivation of facility (see note 2).
		contract file folders containing drawings, contracts, and related papers documenting only minor changes and modifications to Air Force facilities.		Destroy 50 years after inactivation of facility.

Note 2: Records sent to FRCs prior to 1/1/94 are interspersed with disposable records covered by Rule 6.1. During archival processing by NARA staff at the time of transfer to NARA the minor facility modification contract will be segregated and will remain in an FRC until eligible for disposal.

REQUEST FOR RECORDS DISPOSITION AUTHORITY — CONTINUATION

JOB NUMBER

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	<p>There are 356 cubic feet of these records stored at the Washington National Records Center.</p> <p>We are attaching a copy of a letter from Gregory L. Fraser, Records Appraisal and Disposition Division, dated July 26, 1986. This letter outlines the review that has been completed on these records and offers an explanation as to why some of these records should be permanent and why some should be segregated and only kept for a lessor period.</p> <p>Also attached is a copy of AFR 78-22, Management of Industrial Facilities, for your use.</p>		