

REQUEST FOR RECORDS DISPOSITION AUTHORITY

(See Instructions on reverse)

LEAVE BLANK

JOB NO

NI-AFU-86-7

DATE RECEIVED

10-18-85

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

1 FROM (Agency or establishment)

DEPARTMENT OF THE AIR FORCE, HQ USAF

2 MAJOR SUBDIVISION

Directorate of Administration

3 MINOR SUBDIVISION

Records Management Branch

4 NAME OF PERSON WITH WHOM TO CONFER

Dennis F. Shuell

5 TELEPHONE EXT.

694-3494

DATE

12/14/87

ARCHIVIST OF THE UNITED STATES

Catherine J. ...

NOTIFICATION TO AGENCY
In accordance with the provisions of 44 USC 3303a the disposal request, including amendments is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10. If no records are proposed for disposal, the signature of the Archivist is not required.

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 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, if required under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies, is attached.

A GAO concurrence is attached, or is unnecessary

B DATE

10 OCT 1985

C SIGNATURE OF AGENCY REPRESENTATIVE

Grace T. Rowe

D TITLE

GRACE T. ROWE
Records Management Branch
Directorate of Administration

7
ITEM
NO

8 DESCRIPTION OF ITEM
(With Inclusive Dates or Retention Periods)

INTERCONTINENTAL BALLISTIC MISSILE (ICBM) ACQUISITION
MANAGEMENT (Table 800-2) (Applicable Air Force-wide)

The purpose of this submission is to establish Table 800-2.

The transfer date for Permanent Records (Note 8) presumes accessioning by the National Archives, Los Angeles Branch. If this is not the case, Permanent Records will be transferred 30 years after PMRT.

9 GRS OR
SUPERSEDED
JOB
CITATION

10 ACTION
TAKEN
(INARS USE
ONLY)

*copies: AIR FORCE, NNA, NNM, NCF 1/7/88
Rum*

23 items

Table 800-2
[DRAFT]

Intercontinental Ballistic Missile (ICBM) Acquisition Management Documentation					
RULE	A	B	C	D	
	If documents are or pertain to	consisting of	which are	then	
1	system acquisition program files	initial required operational capability (ROC), developmental concept paper/decision coordinating papers (DCP), program management directive (PMD), preliminary design, advance planning, baselining documents and decisions accomplished in the conceptual phase of the acquisition life cycle.	at planning activities having primary responsibilities for approved systems	send to HQ BMO, Norton AFB, CA on program approval.	
2			at planning activities having primary responsibility for systems terminated during the conceptual phase	destroy 10 years after the termination of program (see Notes 1 and 6)	
3			at HQ BMO	see rule 5.	
4			at other activities	destroy when the system is phased out of the inventory, terminated or when no longer needed, whichever is sooner.	
5			program management plan (PMP), updated PMDs and supplements, basic management plans, approved development concept papers, advance procurement plan, real property facilities plan, test plans/results, risk assessments, milestones, baselining documents and program decisions accomplished during the validation, full scale development, production and deployment phases of the acquisition life cycle.	at HQ BMO	Two years after Program Management Responsibility Transfer (PMRT), retire as permanent following screening for possible inclusion in HQ BMO historical files. (see Notes 2, 5 and 8)
6				at HQ BMO subordinate field test activities and Site Activation/Alteration Task Forces (SATAF)	upon completion or cancellation of activity, transfer records to HQ BMO OPR. For those activities with no assumption of program responsibility at HQ BMO, offer records to HQ BMO/HO for possible accession into HQ BMO historical files and retirement as permanent (see Notes 2, 5 and 8).
7				at non-HQ BMO monitoring, supporting and participating activities	destroy when the system is phased out of the inventory, terminated, or when no longer needed, whichever is sooner.

Table 800-2 [CONTINUED]
[DRAFT]

Intercontinental Ballistic Missile (ICBM) Acquisition Management Documentation				
R U L E	A	B	C	D
	If documents are or pertain to	consisting of	which are	then
8	Program Management Responsibility Transfer (PMRT) and Turnover Package Files	support, planning, engineering, test and evaluation documentation, including reference materials, manuals, engineering drawings, specifications and related data necessary to support and operate the system	at HQ BMO	send to using/supporting command in accordance with the PMRT and turnover agreement (see note 3).
9			at HQ BMO, but not needed by the using/operating command or when no such command exists	Two years after Program Management Responsibility Transfer (PMRT), retire as permanent following screening for possible inclusion into HQ BMO historical files. (see Notes 2, 5 and 8)
10			at the using/supporting commands	destroy 6 years after the system is phased out of the inventory or terminated (see note 4).
11			at HQ BMO subordinate field test activities (not designated as Site Activation/Alteration Task Forces (SATAF))	transfer to HQ BMO/HO for screening and subsequent retirement as permanent. (see notes 2, 5 and 8)
12			at Site Activation/Alteration Task Forces (SATAF)	transfer to supporting Air Logistics Center or operating command. If neither requires the records, transfer to HQ BMO/HO for screening and subsequent retirement as permanent (see notes 2, 5 and 8)
13			at nor HQ BMO monitoring, supporting, participating and testing activities	destroy on completion of the transfer or termination of the system.
14			recurring management reports sent outside the Air Force	selected acquisition reports, unit cost reports, unit cost exception reports, defense acquisition executive summaries
15			at non-HQ BMO activities	destroy 1 year after the system is phased out of the inventory, terminated, or when no longer needed, whichever is sooner.
16	memorandums of agreement (MOAs)	documents negotiated between contract management organizations and program offices for contract administration support	at any activity	destroy when superseded or on termination of contract administration support of the program, whichever is sooner.

Table 800-2 [CONTINUED]
[DRAFT]

Intercontinental Ballistic Missile (ICBM) Acquisition Management Documentation				
R U L E	A	B	C	D
	If documents are or pertain to	consisting of	which are	then
17	DOD plant cognizance program case files	questionnaires, agreements and related documents created under the DOD Contract Administration Services Plant Cognizances Program between HQ AFCMD and DOD Military Departments and Defense Agencies when the Air Force is the executive agency	at HQ AFCMD	destroy 10 years after plant cognizance has been transferred from HQ AFCMD.
18			at AFPROs and other monitoring agencies	destroy 6 months after plant cognizance transfer, or when no longer needed, whichever is sooner.
19	defective parts and components control program	government-industry data exchange program forms (ALERT)	at HQ BMO	destroy on inactivation.
20	Support Agreements for SATAFs	memorandums of agreement, host-tenant, BSRO, etc	at site activation/alteration task forces (SATAF)	destroy when superseded or on termination agreement.
21	Test site location surveys	planning documents relating to locating an ICBM test program at a specific location	at HQ BMO and HQ BMO subordinate field activities	Two years after PMRT, retire as permanent following screening for possible inclusion in HQ BMO historical files. (see notes 2, 5 and 8)
22	Data Bases	systems requirements analysis, (including simulation and analytic models or software programs for resource demand)	at HQ BMO	destroy when superseded, obsolete or no longer needed (see note 7)
23	Long-term concept and development/study efforts			

NOTE 1 If HQ BMO/HO deems these records of historical value, make photocopies of originals for accession into HQ BMO unit historical files prior to retirement. Original source documents will be retired.

NOTE 2 HQ BMO/HO will screen records for possible inclusion in unit historical files. After photocopying those original source documents, HQ BMO/HO will prepare the SF 135 to retire the records. The SF 135 will include the Program Management Responsibility Transfer (PMRT) date.

NOTE 3 Prior to Program Management Responsibility Transfer (PMRT), HQ BMO/HO will be afforded the opportunity to screen records for those deemed historically valuable. Records deemed historically valuable will be photocopied by HQ BMO/HO. Office of record possessing the records will prepare the SF 135 to transfer the records to the operating/supporting/training command.

NOTE 4 Destroy documents placed in administrative hold by the Renegotiation Board 6 years after the final determination of excess profits.

NOTE 5 If records are converted to microform, master microform copy (silver halide master) will be immediately retired to a federal records center affording temperature- and humidity-controlled storage. Source documents (original paper copies) will be screened by HQ BMO/HO, then retired as permanent. The SF 135 will include the Program Management Responsibility Transfer (PMRT) date. HQ BMO/HO will make photocopies as required. Duplicate diazo copies of the microform will be retained until no longer needed and then transferred to HQ BMO/HO. HQ BMO/HO will retain these duplicates under Table 210-1 as historical source documents.

NOTE 6 Destroy materials related to on-going programs when no longer needed.

NOTE 7 If records are converted to microform, master microform copy (silver halide master) will be immediately retired to a federal records center affording temperature- and humidity-controlled storage. Source documents (original paper copies) will be screened by HQ BMO/HO. Duplicate diazo copies of the microform will be retained until no longer needed and then transferred to HQ BMO/HO. HQ BMO/HO will retain these duplicates under Table 210-1, 11-1. Source documents (original paper copies) not retained by HQ BMO/HO may be destroyed after microfilming provided the microforms pass quality assurance inspection requirements.

NOTE 8 For Peacekeeper and subsequent intercontinental ballistic missile (ICBM) weapon systems, offer to National Archives ten years after Program Management Responsibility Transfer (PMRT) date. Earlier ICBM weapon system records will be offered to the National Archives in 1995.