

REQUEST FOR RECORDS DISPOSITION AUTHORITY

(See Instructions on reverse)

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TO: GENERAL SERVICES ADMINISTRATION NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408		JOB NO. N1-AFU-86-66
1. FROM (Agency or establishment) DEPARTMENT OF THE AIR FORCE, HQ USAF		DATE RECEIVED 8/25/86
2. MAJOR SUBDIVISION Directorate of Administration		NOTIFICATION TO AGENCY
3. MINOR SUBDIVISION Records Management Branch		In accordance with the provisions of 44 U.S.C. 3305a 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disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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.
4. NAME OF PERSON WITH WHOM TO CONFER Mr. R. P. Dwyer	5. TELEPHONE EXT. 694-3494	
6. CERTIFICATE OF AGENCY REPRESENTATIVE		ARCHIVIST OF THE UNITED STATES <i>Francis J. Burke</i>

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 12 AUG 1986	C. SIGNATURE OF AGENCY REPRESENTATIVE <i>Inace T Rowe</i>	D. TITLE GRACE T. ROWE Records Management Branch Directorate of Administration
7 ITEM NO	B. DESCRIPTION OF ITEM <i>(With Inclusive Dates or Retention Periods)</i>	9. GRS OR SUPERSEDED JOB CITATION
1	PEACETIME PROGRAM RECORDS (Table 27-1) (Applicable Air Force-wide) The Air Force programming process, the Force and Financial Program (F&FP), is tied by structure, timing, and documentation to the Planning, Programming, and Budget System (PPBS) established by the Secretary of Defense for the entire DOD. Under the DOD PPBS, there is an approved Five Year Defense Program (FYDP) expressing both the approved program and its cost. The USAF F&FP is consistent with the DOD FYDP and includes detail information of Air Force program elements. All requests submitted to DOD to modify the Air Force program must relate to the F&FP and its cost data. These programs include such major defense programs as Strategic Forces, General Purpose Forces, Intelligence and Communications, Airlift and Sealift Forces, and Research and Development. Each Air Force program includes various documents referred to as the program documents. Examples of principal program (P-series) documents and their short titles are Aerospace Vehicles & Flying Hours - PA; Base, Units, and Priorities - PD; Tactical Air Missile Program - PT; Manpower and Organization - PM; and Nuclear Capabilities and Equipage - PS. Rule 1. Column B is changed to add the remaining P-series short titles of documents as these records are retained as permanent. The "exception" record is deleted, as these "PC" records are added as one of the P-series. We will submit an SF 115 to change Table 100-4, Rule 1.	10. ACTION TAKEN (INARS USE ONLY) NC1-AFU-80-48

13 items

REQUEST FOR RECORDS DISPOSITION AUTHORITY - CONTINUATION		JOB NO.	PAGE
7 ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. GRS OR SUPERSEDED JOB CITATION	OF 10. ACTION TAKEN (NARS USE ONLY)
2	Rule 3. Delete. Staff offices other than action offices can dispose of their P-series records as office support records under Table 11-1, Rule 9.	NN-170-33	
3	Rules 6 and 8. The exception rules noted in Column B are changed to delete Rule 11.1 and add Rules 16 and 17. Reasons are noted in Items 4 and 7.	NN-170-33	
4	Rule 11.1. Delete, as these consolidated cryptologic program records are included in proposed added Rules 16 and 17.	NC-174-252	
5	Rule 12. Column B is changed to include "supplements" and Column C is left blank. Reason is that these program action directives, programming plans, and planning records are supplemented at numbered air force, air division, and wing/base level. These organizations must keep their supplements for the same period of time as for HQ USAF and major commands, as they are used daily to prescribe organizational actions such as activation, inactivation, reorganization, relocation and mission change.		
6	Rule 12.1. Delete, for same reason stated for deletion of Rule 3.		
7	Rules 16 and 17. Added. In Rule 16, HQ ESC (Electronic Security Command) needs to identify their cryptologic program records (currently Rule 11.1) as resource category program records and add other programs and related records to the rule. Disposition remains the same as for deleted Rule 11.1 records. Rule 17 covers these same records for major commands and below. The three year flexible disposition for these records is sufficient for their needs.		
8	Rules 18 - 21. Added. Four F&FP records rules are proposed due to the different command retention levels. A permanent retention for Rule 18 records at HQ USAF is proposed since the HQ USAF inputs are most likely changed by DOD and we need a true record copy of what we forwarded to DOD. These proposed permanent F&FP records are filed by subject, an estimated thirteen cubic feet of these records are on hand, and an estimated one cubic foot is accumulated annually. The proposed eight year disposition for Rules 19 and 20 records at other Air Staff offices and major commands was based on the relation of F&FP records in structure and content to the DOD FYDP. The indefinite disposition for Rule 21 records at subordinate commands below major command level was based on the fact that these lower commands have limited need for these F&FP records, but need some flexibility in keeping them.		
9	Note 1. Rule 18 records are offered to the National Archives on the same basis as Rules 1 and 13 records.		

TABLE 27-1

PEACETIME PROGRAM RECORDS

R U L E	A	B	C	D
	If documents are or pertain to	consisting of	which are	then
1	USAF "P" series records	* records with the short title of PA, PD, PT, PM, PS, PG, PC, PO; PFT, PTT, AMMP, ECMP&R and STEP	at HQ USAF	retire as permanent (note 1).
3		* DELETE		
6	command program records	* records equivalent to the USAF "P" series (Exception: see rules 11.2, 16 and 17)	at MAJCOMs	destroy 2 years after close of the earliest FY included in the document or when superseded or obsolete, whichever is later.
8		* background, source, and feeder materials (Exception: see rules 11.2, 16 and 17)	at MAJCOMs	destroy 2 years after close of the earliest FY included in the document or when superseded or obsolete, whichever is later.
11.1	* DELETE			
12	program action direct- ives, programming plans, and planning records	* plans, programs, directives, orders written for peacetime implementation, background, source, supplements, and related data		destroy 2 years after the date all actions were completed.
12.1		* DELETE		

TABLE 27-1 (Continued)				
R U L E	A	B	C	D
	If documents are or pertain to	consisting of	which are	then
16 *	resource category programs	program records, such as Consolidated Cryptologic Program (CCP), Tactical Cryptologic Program (TCP), General Defense Intelligence Program (GDIP), Electronic Combat (EC), COMSEC Equipment Program (CEP), and related records	at HQ ESC	destroy after 8 years. <i>(withdrawn)</i>
17 *			at other MAJCOMs and below	destroy after 3 years, or when no longer needed, whichever is sooner.
18 *	force and financial program (F&FP)	record sets of program documents as input to the DOD Planning, Programming, and Budget System (PPBS) and Five Year Defense Program (FYDP), including Program Objective Memorandum (POM), Joint Program Assessment Memorandum (JPAM), Budget Estimate Submission (BES), other program records prescribed by AFR 27-9 and DODI 7045.7, and essential background data	at HQ USAF Office of Primary Responsibility (OPR) for each document	retire as permanent (note 1).
19 *			at other HQ USAF staff offices	destroy after 8 years.
20 *			at MAJCOMs, SOAs and DRUs	
21 *			at subordinate commands below MAJCOM level	destroy when superseded or no longer needed.
<p>NOTE: 1. Offer to the National Archives in 5-year blocks when latest record is 25 years old.</p> <p>Rule 1 "short title" records titles are: PA: Aerospace Vehicles & Flying Hours; PD: Base, Units and Priorities; PT: Tactical Air Missile Program; PM: Manpower and Organization; PS: Nuclear Capabilities and Equipage; PG: Program Guidance; PC: Communications - Electronics Data; PO: Operational Test and Evaluation Program; PFT: Flying Training Program; PTT: Technical Training Program; AMMP: Approved Modernization and Maintenance Program; ECMP&R: Electronic Combat Master Plan and Roadmap; STEP: Special Training Equipment Program.</p>				