

REQUEST FOR RECORDS DISPOSITION AUTHORITY <i>(See Instructions on reverse)</i>		LEAVE BLANK	
TO: GENERAL SERVICES ADMINISTRATION NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408		JOB NO. NI-AFU-87-18	DATE RECEIVED 4-1-87
1. FROM (Agency or establishment) DEPARTMENT OF THE AIR FORCE, HQ USAF		NOTIFICATION TO AGENCY	
2. MAJOR SUBDIVISION Department of Administration		In accordance with the provisions of 44 U.S.C. 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disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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.	
3. MINOR SUBDIVISION Records Management Branch			
4. NAME OF PERSON WITH WHOM TO CONFER Grace T. Rowe	5. TELEPHONE EXT. 694-3494	DATE 12/31/87	ARCHIVIST OF THE UNITED STATES <i>Claudia Miller</i>
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; 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 27 MAR 1987	C. SIGNATURE OF AGENCY REPRESENTATIVE <i>Grace T Rowe</i>	D. TITLE GRACE T. ROWE Records Management Branch Directorate of Administration
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7. ITEM NO.	8. DESCRIPTION OF ITEM <i>(With Inclusive Dates or Retention Periods)</i>	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN <i>(NARS USE ONLY)</i>
	<p>ENVIRONMENTAL PLANNING (TABLE 19-1) (Applicable Air Force-wide)</p> <p>This submission adds rule 2.1 to cover "emergency" notices of pollution incidents or environmental violations that are on incident/violations which result in wide public interest, congressional inquiry or investigations, or possible change in relations with a foreign nation. The incidents are of such historical interest, we recommend that they be held for permanent retention. We are unable to provide specific information on the volume on hand at this time. The volume per year accumulation will not be large. We can offer to NA in 5 year blocks when the latest records in the block are 25 years old.</p> <p>We have changed the title of the records in rule 14 and have enlarged the types of records to be filed under this rule. Disposition will remain the same.</p> <p>We are adding rules 16 and 17. Rule 16 covers the Installations Restoration Program. Rule 17 covers the hazardous and toxic waste management program. Justification for the 50 year retention on these files are well documented in the attached letter from the Environmental Division, Directorate of Engineering and Services at HQ USAF.</p> <p>This SF115 supercedes NARA Job # AFV-85-15-R.</p>		

*Copy sent NCF, NNA, NNA, NNA
Agency 1-15-88*

TABLE 19-1 Environmental Planning

R U L E	A All documents are or pertain to	B consisting of	C which are	D then
2.1 *	emergency notices of pollution incidents or environmental violations	records or incidents/violations which result in wide public interest, congressional inquiry or investigation, or possible change in relations with a foreign nation		retire as permanent. (note 6)
14 *	environmental management and contingency plans	plans and supporting data for spill prevention control and counter measures plan; oil and hazardous substance pollution contingency plan; hazardous waste, treatment, storage and disposal facility operation plan; traffic statement and similar plans		destroy when obsolete, superseded or no longer needed.
16 *	Installation Restoration Program	reports, documents, studies and related correspondence	at HQ USAF/MAJCOM and bases	destroy after 50 years after <i>retroactive GR</i> <i>17 Aug 87</i>
17 *	hazardous and toxic waste management	reports, permits, documents, studies and related correspondence		<i>destroy after 50 years -</i> <i>GR 17 Aug 87</i>
Note 6: Offer to National Archives in 5 year blocks where the latest records in the block are 25 years old.				