

**REQUEST FOR RECORDS DISPOSITION AUTHORITY**  
(See Instructions on reverse)

LEAVE BLANK

JOB NO.

*NI-AFU-89-15*

DATE RECEIVED

*3/20/89*

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

Directorate of Information Management & Admin

3. MINOR SUBDIVISION

Records Management Policy Section

4. NAME OF PERSON WITH WHOM TO CONFER

GRACE T. ROWE

5. TELEPHONE EXT.

694-3494

DATE

*6/5/89*

ARCHIVIST OF THE UNITED STATES

*Claudine Hunter*

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disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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

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

*09 JUN 1988*

C. SIGNATURE OF AGENCY REPRESENTATIVE

*Grace T Rowe*

D. TITLE

GRACE T. ROWE  
Chief, Records Mgmt Policy Section  
Directorate of Info Mgmt and Admin

7. ITEM NO.

1

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

CONTRACTOR INDEPENDENT RESEARCH & DEVELOPMENT (IR&D) PROGRAM RECORDS (TABLE 80-6)  
(Applicable Air Force-wide)

We attach the proposed new table 80-6 for your consideration approval.

9. GRS OR SUPERSEDED JOB CITATION

10. ACTION TAKEN (NARS USE ONLY)

TABLE 80-6

## CONTRACTOR INDEPENDENT RESEARCH &amp; DEVELOPMENT (IR&amp;D) RECORDS

R U L E	A If the records are or pertain to	B consisting of	C which are	D then
1	technical evaluation of contractor IR&D programs	copies of technical evalua- tion forms sent to other technical lead organizations and the associated contractor technical plans or IR&D projects	at evaluating orga- nizations	destroy 2 years after completion of contractor fiscal year. (note 1)
2		technical evaluation forms and associated technical plans (for technical lead responsibilities)	at technical lead organizations	
3		technical evaluation summary reports with all related attachments and other supporting information		destroy 3 years after completion of contractor fiscal year. (note 2)
4		technical evaluation summary reports with all related attachments, potentially military relationship deter- minations and cost classifi- cation determinations and supporting records	at Air Force IR&D Technical Manager's office	destroy 11 years after completion of contractor fiscal year. (note 3)
5		contractor technical plans having Air Force technical lead organizations		destroy 11 years after completion of contractor fiscal year. (note 4)
6		contractor technical plans having non-Air Force techni- cal lead organizations		destroy after compli- tion of contractor fiscal year.

TABLE 80-6 (Continued)

R U L E	A If the records are or pertain to	B consisting of	C which are	D then
7	Air Force IR&D Policy Council	council meeting records (includes meeting announcements, background book, briefing charts, and meeting minutes)	record copy at Executive Secretary's office	destroy after 25 years. (note 5)
8			council members and advisors' copies	destroy when no longer needed.
9	Department of Defense (DOD) IR&D Policy Council	council meeting records (includes meeting announcements, background book and briefing charts if different from associated Air Force IR&D Policy Council meeting, and meeting minutes)	record copy at Air Force IR&D Policy Council Executive Secretary's office	destroy after 25 years. (note 5)
10			other copies	destroy when no longer needed.

## NOTES:

1. Hold these records at the unit for two years after completion of the contractor fiscal year, then destroy.
2. Hold these records at the unit for three years after completion of the contractor fiscal year, then destroy.
3. Hold these records at the unit for three years after completion of the contractor fiscal year, then destroy locally (if space permits) after an additional eight years.
4. Hold these records at the unit for one year.
5. Hold these records in the office for 10 years, then transfer to staging area where they are retired after one year to the Washington National Records Center or other designated federal records center where they are destroyed after an additional 14 years.