

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

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JOB NO. *NI-AFU-89-32*

DATE RECEIVED *9/7/89*

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 Info Mgmt and Administration, SAF/AAD

3. MINOR SUBDIVISION

Information Management Policy Branch

4. NAME OF PERSON WITH WHOM TO CONFER

Mr. R. P. Dwyer

5. TELEPHONE EXT.

694-3494

DATE

*1/3/90*

ARCHIVIST OF THE UNITED STATES

*Claudia Pfeiffer*

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 2 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 B of the GAO Manual for Guidance of Federal Agencies, is attached.

A. GAO concurrence:  is attached; or  is unnecessary.

B. DATE

*SEP 06 1989*

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.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARS USE ONLY)
1	<p>REAL PROPERTY ACCOUNTABLE RECORDS (Table 87-5) (Applicable Air Force-wide)</p> <p>NARA approved the increased retention periods of Table 87-5, Rules 1 and 5 (overseas, US and territories Base Civil Engineer real property) records (NI-AFU-87-17). Rule 2 also should have the same increased disposition, as the records are similar to Rules 1 and 5 records except these relate to Air Force property disposed of versus property still existing.</p> <p>Rule 2. Changed the disposition of US and territories Base Civil Engineer real property records to 50 years after base inactivation if no claim is filed, or 50 years after settlement of claim, whichever is applicable. Due to recently enacted public laws regarding agency responsibility for cleanup of hazardous waste, real property records are critically important in identifying contaminated Air Force real property. The increased records retention ensures sufficient time to meet the requirements of public law in environmental cleanup matters.</p>	<p>NN-171-143</p>	

*copy sent to Agency 11/8/90*

TABLE 87-5

REAL PROPERTY ACCOUNTABLE RECORDS

R U L E	A	B	C	D
	If records are	consisting of	which are	then
2	US and territories administered by US (BCE) Real Property	property cards with supporting records including printout of report RCS: HAF-LEE(AR) 7115 relating to specific buildings or to equipment that is disposed of by demolition, salvage, or lease termination		*the accountable installation or MAJCOM will destroy 50 years after base inactivation if no claim is filed, or 50 years after settlement of claim, whichever is applicable (see note).

TABLE 87-5

## REAL PROPERTY ACCOUNTABLE RECORDS

R U L E	A	B	C	D
	If the records are or pertain to	consisting of	which are	then
1 *	Overseas Base Civil Engineer (BCE) Real Property	property cards, ledgers, vouchers and voucher registers and supporting records, including printout of USAF Real Property Inventory Detail List, RCS: HAF-LEE(AR)7115	related to an active installation, will be retained at the designated record-keeping installation; upon inactivation of installation, keep the records at the designated recordkeeping installation or MAJCOM that has jurisdiction until terminal audit and base closure responsibilities are completed and it is determined that no claim will be filed against the US	the accountable installation or MAJCOM will destroy 50 years after base inactivation if no claim is filed; or 50 years after settlement of claim, whichever is applicable. (see NOTE)
5 *	US and territories administered by US (BCE) Real Property	property cards, ledgers, vouchers and voucher registers with supporting records, including a printout of report RCS: HAF-LEE(AR)7115	related to an active installation, will be retained at the designated record-keeping installation; upon inactivation of installation, keep the records at the designated recordkeeping installation or the MAJCOM of jurisdiction until disposal of all the real property is completed	the accountable installation or MAJCOM will destroy 50 years after base inactivation if no claim is filed, or 50 years after settlement of claim, whichever is applicable. (see NOTE)

\* NOTE: Destroy 50 years from the date of the establishment of the documentation or 50 years after the enactment of Public Law 96-510, 11 December 1980, whichever is later (Section 103, P.L. 96-510). If the Administrator of the Environmental Protection Agency (EPA), the EPA Regional Administrator, the state or local environmental official, or the installation commander require a longer retention period for the protection of the public health or welfare, submit a request to HQ USAF/DAQD(S) for approval of the revised retention period.