

REQUEST FOR RECORDS DISPOSITION AUTHORITY

(See Instructions on reverse)

LEAVE BLANK

JOB NO.

N1-AFU-90-8

DATE RECEIVED

10/31/89

TO: GENERAL SERVICES ADMINISTRATION
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20400

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

4/30/90

ARCHIVIST OF THE UNITED STATES



In accordance with the provisions of 44 U.S.C. 3303, 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disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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 5 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.

8. DATE

OCT 25 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 GRS OR SUPERSEDED JOB CITATION	10.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>AIR BASE OPERABILITY (ABO) RECORDS (Table 360-1) (Applicable Air Force-wide)</p> <p>Rule 1. Changed the description of ABO planning records to state specifically their contents. Changed the location of records to "HQ USAF and HQ AFSC" vice "MAJCOMs and below," since if any ABO planning records are permanent, they are the policy records at these levels. HQ USAF publishes the ABO Master Plan which sets policy for the ABO program. HQ AFSC produces a comprehensive ABO Integration Plan in line with the Master Plan.</p>	N1-AFU-86-41	
2	<p>Rule 1.1. Added, to cover the disposition of ABO planning records at MAJCOMs and below. MAJCOMs provide guidance and review to subordinate commands based on Air Force policy. We only need to keep these records for 2 years after superseded, obsolete, or no longer needed.</p>		
3	<p>Rule 2. Changed the basic description of ABO meetings and exercises by deleting "exercises," as meetings and exercises are two different subjects. We propose to dispose of records on exercises in added Rules 7 and 7.1. Changed the general description of ABO meetings to state specifically the titles of these groups/committees. These meetings provide a platform for establishment of policy,</p>	N1-AFU-86-41	

Copies sent to agency, MM, MMW 5/3/90

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	programming and requirements for the Air Force ABO program. Changed the location of records to "HQ USAF" vice "MAJCOMs and below," since if any ABO meetings records are permanent, they are the policy records at HQ USAF versus the implementation records at MAJCOMs and below.		
4	Rule 2.1. Added, to cover the disposition of ABO meetings records (same as Rule 2) at MAJCOMs and below. We only need to keep these records until superseded, obsolete, or no longer needed.		
5	Rule 2.2. Added, to cover the disposition of ABO meetings records (different from Rule 2) at MAJCOMs and below. These meetings records relate to management, not policy, of programs. We only need to keep these records for 2 years after superseded, obsolete, or no longer needed.		
6	Rule 3. Changed the description of host nation support or bilateral agreements to state specifically who they involve and what they provide. Their permanent retention is not necessary. We only need to keep these agreements for 6 years after they are superseded or terminated; same as for host-tenant/interservice support agreements covered for disposition in Table 11-2, Rules 12-12.2.	N1-AFU-86-41	Rule 3 withdrawn
7	Rules 4 and 5. No changes.		
8	Rule 6. Changed the basic description of ABO and Survival Recovery Center records by deleting "operations and training," as these are specific types of records stated in general description. Changed the general description of ABO and Survival Recovery Center (SRC) in order to state more clearly what type records are held at the SRC. Their permanent retention is not necessary. We only need to keep these records until superseded, obsolete, or no longer needed.	N1-AFU-86-41	
9	Rule 7. Added, to cover the disposition of ABO exercises records at HQ USAF. We retire these records currently in Rule 2 as permanent. Air Force conducts ABO exercises at various command levels. HQ USAF uses the analyses of exercises/demonstrations, which are planned and executed at the HQ USAF level, to recommend changes in the ABO program Air Force-wide. As these planning documents are historical in nature, we should continue to retain them as permanent records.		

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10	Rule 7.1. Added, to cover the disposition of ABO exercises records (same as Rule 7) at MAJCOMs and below. These Air Force levels frequently conduct exercises which are ABO related but do not affect Air Force policy. Further, historians capture after-action data in their quarterly reports. As such, we only need to keep these records for 2 years after superseded, obsolete, or no longer needed.		
11	Rule 8. Added, to cover the retention of Base Capability Acquisition Plans. HQ USAF produces the ABO Base Capability Acquisition Plan which outlines the present status and future direction of the entire ABO program in broad terms. Each MAJCOM provides feeder information to the Air Force outlining the ABO program for its command. Each base produces a plan which gives detailed status of the installation's capabilities and requirements and includes ABO operational procedures. Based on content, purpose and historical value of these plans, we consider this plan as a permanent record.		

TABLE 360-1

AIR BASE OPERABILITY (ABO) RECORDS ^e

R U L E	A	B	C	D
	If records are	consisting of	which are	then
1	ABO planning	*ABO Master Plan, ABO Integration Plan, policy, guidance, check-lists, and related records	*at HQ USAF and HQ AFSC	retire as permanent (note).
.1 *			at other MAJCOMs and below	destroy 2 years after superseded, obsolete, or no longer needed.
2	*ABO meetings	*minutes of ABO Program Review, ABO Requirements Review, World-wide ABO Working Group Meeting, General Officer Steering Committee, and related records	*at HQ USAF	retire as permanent (note).
.2 *			at MAJCOMs and below	destroy when superseded, obsolete, or no longer needed.
.2 *		minutes of ABO Working Group, ABO Steering Group, General Officers Executive Committee, and related records		destroy 2 years after superseded, obsolete, or no longer needed.
3	host nation support or bilateral agreements	*formal agreements between base commander, U.S. Army if applicable, and host nation for providing Air Base Ground Defense (ABGD) support, memorandums of understanding with host nation for providing joint support, and related records		*destroy 6 years after agreement is superseded or terminated. <i>Withdrawn</i>
4	staff assistance visits	(no change)		(no change)

TABLE 360-1. CONTINUED

R U L E	A	B	C	D
	If records are	consisting of	which are	then
5	ABO program, equipment, and funding initiatives	(no change)		(no change)
6	*ABO and Survival Recovery Center (SRC)	*procedures for operating the SRC, checklists to implement operability measures, list of SC4 services, training allocations, and related records	at installation ABO offices	*destroy when superseded, obsolete, or no longer needed.
7 * 7 .1 *	ABO exercises	records related to planning, executing, analyzing, and evaluating ABO exercises/demonstrations	at HQ USAF at MAJCOMs and below	retire as permanent (note)a destroy 2 years after superseded, obsolete, or no longer needed.
8 *	Base Capability Acquisition Plan	plans which outline present status and future direction of ABO program	at HQ USAF and below	retire as permanent (note)a

NOTE: Offer to National Archives in 5-year blocks when latest records are 25 years old.

HQ AFSC: HQ Air Force Systems Command

MAJCOMs: Major Commands

SC4: Systems for Command, Control, Communications, and Computers