

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

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JOB NO. **NI-AFU-91-38**

TO: **GENERAL SERVICES ADMINISTRATION  
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408**

DATE RECEIVED **6-6-91**

1. FROM (Agency or establishment)  
**DEPARTMENT OF THE AIR FORCE**

NOTIFICATION TO AGENCY

2. MAJOR SUBDIVISION  
**Directorate of Information Management**

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disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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

4. NAME OF PERSON WITH WHOM TO CONFER

5. TELEPHONE EXT. **703-614-3527**

DATE **1/13/92**

ARCHIVIST OF THE UNITED STATES

**CHARLES LUPSA**

*James W. Moore*

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

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

B. DATE  
**31 MAY 1991**

C. SIGNATURE OF AGENCY REPRESENTATIVE  
*Grace T. Rowe*

D. TITLE **GRACE T. ROWE  
Records Mgt Policy Branch  
Directorate of Info Mgt**

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 GRS OR SUPERSEDED JOB CITATION	10.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><b>HOUSING RECORDS (Table 90-1) (Applicable Air Force-wide)</b></p> <p>The purpose of this submission is to change the retention periods in rules 1 and 2 from 10 years and 3 months to 20 years.</p> <p>The office of primary responsibility for the subject records has determined it is unusual for the Air Force to keep Capehart and Wherry construction files for 10 years and 3 months after unconditional sale or release by the Government of conditions, restrictions, mortgages, or other liens and to destroy the regular AF housing construction records (Table 90-2, Rule 1) 20 years after AF is relieved of accountability of the housing units.</p> <p>Recommended retention will provide consistency and eliminate confusion in the disposition standards.</p>	<p><b>NC1-AFU-77-53</b></p> <p><b>NC1-AFU-83-41</b></p>	

*Copy sent to agency, NNW 1/21/92*

Table 90-1

HOUSING RECORDS

R U L E	A	B	C	D
	If the records are or pertain to	consisting of	which are	then
1 *	Wherry Act housing	mortgage, mortgage note, agreement for acquisition, purchase agreement, title insurance policy, related legal records and papers which are construction closing file and acquisition file		destroy 20 years after AF is relieved of accountability of the housing units.
2 *	Capehart Act housing	FHA commitment, housing contract, lease, mortgage, mortgage note, title insurance policy related legal documents and papers which are initial, interim, and final closing files		