


REQUEST FOR RECORDS DISPOSITION AUTHORITY (See instructions on reverse)	
TO NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408	
1. FROM (Agency or establishment) DEPARTMENT OF THE AIR FORCE	
2. MAJOR SUBDIVISION Directorate of Information Management	
3. MINOR SUBDIVISION Records Management Policy Branch	
4. NAME OF PERSON WITH WHOM TO CONFER	5. TELEPHONE
CHARLES LUPSA	703-614-3527

LEAVE BLANK (NARA use only)	
JOB NUMBER N1AFU-92-9	
DATE RECEIVED 10-21-91	
NOTIFICATION TO AGENCY	
In accordance with the provisions of 44 U.S.C. 3303a the disposition request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	
DATE 2/3/92	ARCHIVIST OF THE UNITED STATES 

6. AGENCY CERTIFICATION
I hereby certify that I am authorized to act for this agency in matters pertaining to the disposition of its records and that the records proposed for disposal on the attached 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, under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies,

is not required; is attached; or has been requested.

DATE 10 OCT 1991	SIGNATURE OF AGENCY REPRESENTATIVE <i>Grace T. Rowe</i>	TITLE GRACE T. ROWE Records Mgt Policy Branch Directorate of Info Mgt
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7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GAS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
1	INTERAGENCY, AND INTERGOVERNMENTAL COORDINATION OF LAND, FACILITY AND ENVIRONMENTAL PLANS, PROGRAMS, PROJECTS (Table 19-2) (Applicable Air Force-wide) This submission requests a change in column C of rule 1 and add a rule 1:1. The Air Installation Compatible Use Zone (AICUZ) studies and amendments are published documents that are released to the public upon approval by HQ USAF/CEV. Copies of these documents are also sent to Hq USAF/CEV, the major commands, and the Air Force Civil Engineering Support Agency (AFCESA) for their information and use. We need to retire only one copy, not four.	N1-AFU-90-3	
2.	Rule 3 changes only slightly in column B. The original of these maps are kept by AFCESA. These maps are used to produce AICUZ studies and amendments and, therefore included in the study.		
3	Rule 4 deletes the words "computer chronicles" in column B, and changes column C to read "at installation level"		

Copy sent to Agency, NNT 2/5/92

REQUEST FOR RECORDS DISPOSITION AUTHORITY — CONTINUATION

JOB NUMBER

PAGE

OF

7.
ITEM
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USE ONLY)

4

Add rule 4.1 to show records kept at installation level with the disposition the same as rule 4. This data is currently retained by both AFCESA and the installation and is duplicate information retained in active files. Note that we deleted the words "computer chronicles" in column B of rule 4. These chronicles can be regenerated at any time using the computer files retained at AFCESA.

5

Add rule 4.2 to cover computer listings of operational and maintenance data, at organizational level with disposition "destroy when AF is released of accountability for the installation." This information is currently retained only by AFCESA. With these listings (which are stored both on magnetic tape and hard copy) can be used to re-generate all computer products used in the AICUZ study.

TABLE 19-2 Interagency and Intergovernmental Coordination of Land, Facility and Environmental Plans, Programs, Projects

R U L E	A If documents are or pertain to	B consisting of	C which are	D then
1	Air Installation compatible use zone (AICUZ)	studies and amendments	at installation level	retire to the National Archives when AF is relieved of accountability for the installation (see note)
1.1 *			at all other levels	destroy when superseded or when AF is relieved of accountability for the installation, whichever is sooner.
4 *		operational and maintenance data, consisting of forms, letters and related records concerning flight tracks, types of aircraft, number of operations, altitudes, aircraft ground maintenance operations, etc.	at installation level	destroy when AF is relieved of accountability for the installation
4.1 *				at other organizational levels
4.2 *		computer listing of operational and maintenance data	at any organizational level	destroy when AF is relieved of accountability for the installations