

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

TO NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIRA)  
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  
PIERRE J. JOST (703) 614-3527

LEAVE BLANK (NARA use only)

JOB NUMBER  
NT-AFW-94-6

DATE RECEIVED  
4.11.94

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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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 ARCHIVIST OF THE UNITED STATES  
10-26-94 *Andy Lukens Peterson*

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 \_\_\_\_\_ 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 SIGNATURE OF AGENCY REPRESENTATIVE TITLE  
MAR 24 1994 *Grace T. Rowe* GRACE T. ROWE  
Chief, Records Mgt Policy Branch  
Directorate of Information Mgt

7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GAS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
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1	<p>PROGRAMMING CIVIL ENGINEERING RESOURCES (TABLE 86-1, RULES 16 &amp; 17) (APPLICABLE AIR FORCE-WIDE)</p> <p>This request is to add two new rules to cover for the disposition of the "Minutes of Meetings" and "Strategic Plans" that will be maintained at HQ USAF and subordinate offices of record at Major Command Headquarters, bases and installations. A retention of 6 years is necessary because these records provide an audit trail for the development of the Civil Engineer research and development budget across the six-year Future Years Defense Program.</p> <p><i>Copies sent to Agency, NNT, NCF, NIA.</i></p>		
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TABLE 86-1 (AFI 63-118)

**PROGRAMMING CIVIL ENGINEER RESOURCES**

<b>R U L E</b>	<b>A</b> If documents are or pertain to	<b>B</b> consisting of	<b>C</b> which are	<b>D</b> then
16	Minutes of meetings	Approved Air Base Systems and Environmental Quality Research Development, and Acquisition (RD&A) Working Groups and AF/CE Program Review meeting minutes approving priorities of Civil Engineer RD&A projects	At HQ USAF/MAJCOMS/ major subordinate commands/bases/stations	Destroy after 6 years
17	Strategic Plans	Approved Air Base Systems and Environmental Quality RD&A Strategic Plans outlining goals and strategies for Civil Engineer RD&A investment	At HQ USAF/MAJCOMS/ major subordinate commands/bases/stations	Destroy after 6 years