

REQUEST FOR RECORDS DISPOSITION AUTHORITY <i>(See Instructions on reverse)</i>		LEAVE BLANK (NARA use only)	
TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		JOB NUMBER	NI-AFU-97-10
1. FROM (Agency or establishment) DEPARTMENT OF THE AIR FORCE		DATE RECEIVED	2-20-97
2. MAJOR SUBDIVISION DIRECTORATE OF MISSION SYSTEM		NOTIFICATION TO AGENCY	
3. MINOR SUBDIVISION INFRASTRUCTURE DIVISION		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	
4. NAME OF PERSON WITH WHOM TO CONFER JESSICA L. SPENCER	5. TELEPHONE 703-695-4263	DATE FOR ARCHIVIST OF THE UNITED STATES	5/28/97 <i>[Signature]</i>

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 7 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 12 Feb 97	SIGNATURE OF AGENCY REPRESENTATIVE <i>[Signature]</i>	TITLE ROBERT E. CARR, Col, USAF Chief, Infrastructure Div
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7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
①	<p>ONE - TIME AUTHORIZATION FOR EARLY DISPOSAL OF SHORT TERM TEMPORARY RECORDS DUE TO CLOSURE OF 928 Mission Support Squadron/ O'Hare International Airport</p> <p>Request NARA approval for the 928 Mission Support Squadron at O'Hare International Airport to destroy temporary records at attachment 1.</p> <p><i>This authorization may be applied to other closing bases to effect the early disposal of records covered by the same tables and rules of AFMAN 37-139 and the same records covered by subsequent records manuals.</i></p>		

<u>ITEM</u>	<u>TITLE</u>	<u>AFMAN 37-139 DISPOSITION</u>	<u>REMARKS</u>
1	AIR FORCE RESERVE APPLICATIONS (DISAPPROVED APPLICATIONS OF ELIGIBLE OFFICERS FOR ENTRY ON EAD)	T 10-14, R 01.01	DESTROYED 1 YEAR AFTER DISAPPROVAL
2	AIR FORCE RESERVE APPLICATIONS (APPROVED APPLICATIONS PERTAINING TO INDIVIDUALS WITH OR WITHOUT PRIOR MILITARY SERVICE WHO HAVE DECLINED APPOINTMENT)	T 10-14, R 02.00	DESTROY 2 YEARS AFTER INDIVIDUAL DECLINES APPOINTMENT
3	PARTICIPATION (UNIT TRAINING ASSEMBLY PARTICIPATION)	T 10-15, R 15.00	1 FISCAL YEAR
4	FLIGHT PLANS (RELATED TO AIRCRAFT INVOLVED IN AN ACCIDENT)	T 13-07, R 04.00/ R 04, R 04.00	DESTROYED 1 YEAR AFTER INVESTIGATION IS COMPLETED
5	FLIGHT CHECK REPORTS	T13-08, R28.00/ T11-1, R 5.00	1 YEAR
6	AMMUNITION AND EXPLOSIVE MATERIEL SURVEILLANCE	T 21-21, R 06.00.	DESTROY 2 YEARS AFTER A AMMO IS SHIPPED
7	DAILY TRANSACTION REGISTER	T 23-04, R 09.00.	1 YEAR
8	WEAPONS AND COMSEC EQUIPMENT CONTROL FILES (HISTORICAL INFO)	T 23-04, R 30.00.	2 YEARS
9	BASE MATERIEL/SUPPLY AUTOMATED SYSTEM (UNIVAC 1050-II)	T 23-04, R 32.00	2 YEARS AFTER CLOSE OF FISCAL YEAR
10	ALLOWANCES/AUTHORIZATION CHANGE REQUESTS AND CUSTODIAN REQUEST/RECEIPT (APPROVED UNDER MISC CODES)	T 23-05, R 05.00	HOLD WITH SUPPORTING RECORDS FOR AS LONG AS AUTHORIZATION REMAINS IN EFFECT/OR APPEARS ON CL VALI- DATED & SIGNED BY THE APPROPRIATE CERTIFYING OFFICIAL

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11	ALLOWANCES/AUTHORIZATION CHANGE REQUESTS AND CUSTODIAN REQUEST/RECEIPT (SPECIAL APPROVALS)	T 23-05, R 09.00	HOLD WITH SUPPORTING RECORDS FOR AS LONG AS AUTHORIZATION REMAINS
12	MONTHLY TRANSACTION REGISTERS	T 23-09, R 05.00	2 YEARS
13	EQUIPMENT MANAGEMENT REPORTS, REDISTRIBUTION ORDERS (RDO'S), TRANSFERS AND LOANS (EQUIPMENT MANAGEMENT REPORTS)	T 23-11, R 31.00	DESTROY 1 YEAR AFTER ACTION IS COMPLETED
14	CONSTRUCTION PROJECT PROPOSALS	T 23-18, R 17.00/ T32-15/ R 4.00	DESTROY WHEN NO LONGER NEEDED OR 1 YEAR AFTER CONTRACT AUTHORIZATION
15	FIREARM AUTHORIZATION FOR EMPLOYEES (RECORD COPIES)	T 31-01, R 18.00	DESTROY 2 YEARS AFTER EXPIRATION OR REVOCATION
16	SECURITY TERMINATION STATEMENTS (TERMINATE ACCESS - AT UNIT LEVEL)	T 31-04, R 26.00	2 YEARS
17	NATO OR INTERNATIONAL PACT ORGANIZATION (IPO) CONTROL RECORDS (LOGS, RECEIPTS, AND DESTRUCTION RECORDS FOR NATO SECRET MATERIAL)	T 31-04, R 34.00	DESTROY 2 YEARS AFTER MATERIAL DESTROYED OR TRANSFERRED
18	POLLUTANT ANALYSIS REPORTS	T 32-01, R 08.00	3 YEARS
19	VIOLATIONS OF ENVIRONMENTAL STANDARDS	T32-01, R 10.00	DESTROY AFTER 3 YEARS AFTER THE LAST ACTION TAKEN TO CORRECT THE VIOLATION
20	EMISSION INVENTORY	T 32-01, R 12.00	DESTROY WHEN UPDATED
21	PROGRAM REPORTS (MCP)	T 32-07, R 14.00	30 SEP REPORT - 5 YEARS
22	AIR BASE PLANNING RECORDS (COMPREHENSIVE PLANS AND SUPPORTING DATA) (AT BASES/STATIONS)	T 32-17, R 04.00	2 YEARS

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23	GARBAGE AND REFUSE COLLECTION SERVICES (EXCLUDING PROCUREMENT CONTRACT FILES)	T 32-26, R 03.00	DESTROY 2 YEARS OR NO LONGER NEEDED WHICH EVER IS LATER
24	EQUIPMENT (INSPECTION RECORDS FOR RADIAC EQUIPMENT) AFTER LAST ENTRY	T 32-39, R 17.00	DESTROY 24 MONTHS
25	AIR BASE OPERABILITY (ABO) PLANNING (AT OTHER MAJCOM'S AND BELOW)	T 32-40, 01.01	DESTROY 2 YEARS AFTER SUPERSEDED OBSOLETE OR NO LONGER NEEDED
26	STAFF ASSISTANCE VISITS	T 32-40, R 04.00	DESTROY 2 YEARS AFTER SUPERSEDED OBSOLETE OR NO LONGER NEEDED
27	ABO PROGRAM, EQUIPMENT, AND FUNDING INITIATIVES	T 32-40, R 05.00	DESTROY 2 YEARS AFTER SUPERSEDED OBSOLETE OR NO LONGER NEEDED
28	AUTOMATION EQUIPMENT TITLE TRANSFER	T 33-04, R 04.00	DESTROY 5 YEARS AFTER FACILITY REMOVAL OR SYSTEM TERMINATION
29	HARDWARE SELECTION	T 33-04, R 05.00	DESTROY 2 YEARS AFTER SPECIFIED CONFIGURATION OF EQUIP IS DISCONTINUED
30	CONCEPTS OF OPERATIONS, ENGINEERING, LOGISTICS, AND MAINTENANCE	T 33-04, R 06.00/ T33-4, R 16.00	DESTROY 2 YEARS AFTER PROGRAM COMPLETION OR CANCELLATION
31	PROJECT FILE (COPIES AT FACILITY OPERATING LOCATION)	T 33-04, R 12.00	DESTROY AFTER COMPLETION OF PROGRAM OR CANCELLATION WHICH IS LATER
32	ADPE ACCOUNTABILITY (PHYSICAL INVENTORY AND GLAC MAINTAINED BY ECO)	T 33-07, R 10.00	3 YEARS

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33	NAF WAGE SCHEDULES	T 34-12, R 09.00	DESTROY 4 YEARS AFTER SUPERSEDED OR CANCELED PROVIDED ANY NEEDED CORRECTIVE ACTION HAS BEEN TAKEN PER TABLE 65-3
34	NAF PERFORMANCE/APPRaisal RATINGS- APPEALS	T 34-12, R 43.00	3 YEARS AFTER DATE FINAL DECISION
35	NAF MEDICAL DATA	T 34-12, R 60.00	DESTROY WHEN SUPERSEDED, OR WHEN INDIVIDUAL IS TRANSFERRED FROM NAF SERVICES
36	NAF CUSTODIAN CERTIFICATE (AT NAF ACTIVITIES)	T 34-14, R 09.01	DESTROY 1 YEAR AFTER CHANGE OF CUSTODIAN
37	INDIVIDUAL ATTENDANCE, OVERTIME, AND FLEXTIME	T 34-14, R 39.01	DESTROY AFTER GAO AUDIT OR WHEN 6 YEARS OLD, WHICHEVER IS SOONER
38	CONCESSIONAIRES (CASE FILES)	T 34-16, R 07.00	4 YEARS AFTER TERM- INATION OF AGREEMENT
39	ACCOUNTABILITY RECORDS OF ISSUANCE OF IDS COVERED BY 30-20	T 36-02, R 15.00	5 YEARS
40	PASSPORTS AND VISAS (RECEIPTS AND RELATED CORRESPONDENCE FOR THE ISSUANCE OF PASSPORTS)	T 36-02, R 19.00	DESTROY WHEN PASSPORT IS RENEWED
41	CASUALTY REPORTING, NOTIFICATION, AND ASSISTANCE RECORDS	T 36-03, R 02.00	1 YEAR AFTER CASE IS CLOSED
42	CENTRAL AND LOCAL TABLES	T 36-04, R 10.00	DESTROYED WHEN REPLACED BY A NEW LISTED
43	CAREER INFORMATION AND COUNSELING (AT UNITS OF ASSIGNMENT)	T 36-13, R 01.00	SEND TO GAINING UNIT UPON PGA, DESTROY 1 YEAR AFTER LOSS OF MEMBER

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44	REJECTED ENLISTMENT APPLICATIONS	T 36-14, R 02.00	DESTROY 2 YEARS
45	LINE OF DUTY (LOD) DETERMINATION FILE (AT UNITS OF ASSIGNMENT)	T 36-16, R 08.01	DESTROY 1 YR AFTER RECONCILIATION WITH MPF CAREER ENHANCEMENT
46	REQUESTS FOR DISCHARGE (DISAPPROVED ACTIONS)	T 36-20, R 04.00	DESTROY 6 MONTHS AFTER NOTIFICATION OF DISAPPROVAL
47	EMPLOYEE RECONSIDERATION FILES	T 36-20, R 18.00	1 YEAR AFTER FINAL DECISION
48	SEPARATION ACTIONS FOR EMPLOYEES SERVING OF INITIAL APPOINTMENT PROBATION	T 36-29, R 08.00	2 YEARS AFTER DATE OF SEPARATION
49	GRIEVANCES FILED UNDER NEGOTIATION GRIEVANCE PROCEDURE	T 36-31, R 08.00	5 YEARS AFTER FINAL RESOLUTION
50	ARBITRATION AWARDS RENDERED UNDER NEGOTIATED AGREEMENT, AND APPEALS THEREFROM TO FEDERAL LABOR RELATIONS AUTHORITY	T 36-31, R 10.00	5 YEARS AFTER FINAL RESOLUTION
51	SUPERVISOR'S EMPLOYEE WORK FOLDER (ORAL ADMONISHMENT/REPRIMAND)	T 36-32, R 04.03	REMOVE 2 YEARS FROM DATE OF ADMONISHMENT
52	SUPERVISOR'S EMPLOYEE WORK FOLDER (PERFORMANCE APPRAISAL)	T 36-32, R 04.04	DESTROY 3 YEARS AFTER DATE OF APPRAISAL
53	SAFETY AWARDS (OTHER THAN RULES 20 AND 21)	T 36-33, R 19.00	2 YEARS
54	UNIT TRAINING PROGRAM	T 36-38, R 6.00/ T36-1, R 2.00	DESTROY AFTER 1 YEAR
55	STUDENT ENROLLMENT IN CCAF ASSOCIATE DEGREE PROGRAMS (FOR STUDENTS WHO HAVE NOT COMMUNICATED WITH CCAF FOR 3 YEARS)	T 36-48, R 03.01	DESTROY 3 YEARS AFTER LAST COMMUNICATION
56	SUPERVISOR'S EMPLOYEE WORK FOLDER (CORRESPONDENCE, FORMS, AND OTHER RECORDS)	T 36-32, R 14.00	DESTROY 1 YEAR AFTER SEPARATION OR TRANSFER

[Amended by R.
Wetzel per J.
Spencer, 3-17-97]
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56A	STUDENT ENROLLMENT IN CCAF ASSOCIATE DEGREE PROGRAMS (FOR STUDENTS WHO HAVE COMPLETED PROGRAM REQUIREMENTS)	T 36-48, R 03.02	DESTROY 1 CALENDAR YEAR AFTER GRADUATION
57	MEDICAL EQUIPMENT MANAGEMENT REPORTS	T 41-04, R 45.00	DESTROY AFTER 1 YEAR OR NO LONGER IS NEEDED WHICH EVER IS LATER
58	DRUG ABUSE TESTING ("NO SHOW" RECORD FOR PERS FAILING TO REPORT)	T 44-05, R 02.00	2 YEARS
59	MEDICAL RECOMMENDATION FOR FLYING OR SPECIAL OPERATIONAL DUTY LOG (AF FORM 1041)	T 48-01, R 05.00	5 YEARS
60	RADIATION EXPOSURE DATA (OEHL FORM 1499, REPORT OF OCCUPATIONAL EXPOSURE TO IONIZING RADIATION)	T 48-04, R 07.00	DESTROY WHEN AF FORM 1527 FOR REPORT PERIOD RECEIVED
61	LEGAL ASSISTANCE CASES	T 51-01, R 11.00	DESTROYED WHEN CASE IS CLOSED
62	GENERAL CONTRACT CASE FILES (AT OR BELOW FAR PART 13 LIMITATION)	T 64-01, R 11.00	DESTROY 1 YEAR AFTER FINAL PAYMENT
63	RCS REPORTS	T 64-02, R 04.00	DESTROY AFTER PROCESSING THROUGH DATA PROCESSING INSTALLATION AND TRANSACTION DOCUMENT HAS BEEN RECEIVED OR CANCELED
64	BASIC AGREEMENTS (AT PO'S THAT ADMINISTER CONTRACT)	T 64-05, R 02.00	DESTROY 6 YEARS AFTER CANCELLATION
65	INTERNAL CONTROL PLAN	T 65-01, R 06.00	5 YEARS
66	CONGRESSIONAL INQUIRIES (BELOW HQ USAF)	T 90-04, R 02.00	5 YEARS
67	GARNISHMENT ACTIONS (CASE FILES IN DESIGNATED CENTRAL CONTROL OFFICE)	T 177-08, R 12.00	DESTROY 6 YEARS AFTER CASE IS CLOSED

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68	APPLICATIONS TO KEEP CASE ON HAND	T 177-17, R 05.00	DESTROY 6 YEARS AFTER CLOSE OF FY TO WHICH WHICH IT PERTAINS
69	RECORD TRANSMITTAL (COMMERCIAL SERVICES)	T 177-18, R 08.00	DESTROY 6 MONTHS AFTER RECEIPT IS FURNISH
70	AGENT ACCOUNTABILITY (AGENT OFFICER'S CASH BLOTTER/COMPARABLE FORMS)	T 177-19, R 05.00	DESTROY 4 YEARS AFTER CLOSE OF FY TO WHICH THEY PERTAIN
71	INDIVIDUAL LEAVE (CIVILIAN INDIVIDUAL LEAVE FORMS, RECORDS)	T 177-21, R 02.00	3 PAYROLL YEARS
72	ALLOWANCES AND DIFFERENTIAL ELIGIBILITY FILES	T 177-21, R 10.00	3 PAYROLL YEARS

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