

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 <i>N1-AFU-99-5</i>	DATE RECEIVED <i>12-29-98</i>
1. FROM (Agency or establishment) DEPARTMENT OF THE AIR FORCE		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	
2. MAJOR SUBDIVISION HQ COMMUNICATIONS & INFORMATION CENTER			
3. MINOR SUBDIVISION CORPORATE INFORMATION DIVISION			
4. NAME OF PERSON WITH WHOM TO CONFER CHERYLE GUMAER	5. TELEPHONE (217) 352-6511	DATE <i>3-30-99</i>	ARCHIVIST OF THE UNITED STATES <i>John W. Carl</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 _____ 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, <input checked="" type="checkbox"/> is not required; <input type="checkbox"/> is attached; or <input type="checkbox"/> has been requested.			
DATE <i>18 Dec 98</i>	SIGNATURE OF AGENCY REPRESENTATIVE <i>Cheryle Gumaer</i>	TITLE CHERYLE GUMAER Air Force Records Manager	
7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
1.	<p>ARCHITECTURAL AND ENGINEERING DRAWINGS OF U.S. AIR FORCE INSTALLATIONS IN PANAMA, 1920-present</p> <p>Arrangement: Generally by installation/station/base name, Thereunder by building/facility number Volume: approximately 20,000 items (200 cubic feet)</p> <p>Architectural and engineering drawings (original and reproducible), prints, sketches, and site/ topographical maps on linen, paper, and polyester documenting U.S. Air Force installations, stations, and bases erected in Panama. Records pertain to Albrook Air Force Station and Howard Air Force Base, etcetera and include such structures as headquarters and administration buildings; officer and enlisted single soldier and family housing; magazines, batteries, hangars, commissaries, police and postal facilities, fire houses, schools, gymnasiums, theaters, etcetera.</p> <p>a. Drawings having historical or architectural significance as selected by designated U.S. Army Construction and Engineering Research Laboratory personnel (see explanatory notes 2 and 3 at end of schedule).</p>		

APR -4 1999

*copy to Agency, NWCS
NR*

PERMANENT. Transfer to the National Archives when no longer needed for current operations or when legal custody of the indicated structure is conveyed to the Republic of Panama, whichever occurs sooner.

b. Other Drawings.

TEMPORARY. Destroy when no longer needed for current operations (see explanatory note number 3 at end of schedule).

c. Finding aids. Index of drawings includes drawing number, type (i.e., reproducible or print), title, and subtitle of drawing, date, and location of drawing. Drawings are arranged by facility/building number, thereunder chronologically by date of execution.

PERMANENT. Transfer record copy to the National Archives immediately upon approval of schedule.

2. CONSTRUCTION REPORTS (1931-1938)

Two post-bound volumes (15" x 11") of standard form (War Dept. QMC 117 or QMC 91) engineering facility reports for individual structures located at Albrook Field, Panama. Each two-page report includes information on building type and purpose, foundation, floors, capacity, cost, completion date, utilities, materials, square footage and a listing of modifications and additions since original construction. Most reports also include a 3" x 5" black and white, photographic print and 9" x 3" blueprint of the structure and a floor plan sketch.

PERMANENT. Transfer to the National Archives immediately upon approval of schedule.

3. ELECTRONIC COPIES AND SOURCE INPUT

Copies, other than record copies found under items 1 and 2, residing on disks, hard drives, servers, or other storage media, generated using standard office application or computer-aided drawing software.

TEMPORARY. Destroy when no longer needed.

EXPLANATORY NOTES

1. Criteria for selecting drawings of historical or architectural significance:

- Were created prior to 1921.

- Document major U.S. Army Air Corps and U.S. Air Force activities relating to their involvement in the Republic of Panama.

- Depict long-lasting and historically significant buildings (i.e., buildings that were intended to endure for many years and are critical to the Air Force mission).

- Reflect a specified architectural style, or are related to buildings that illustrate the characteristics of either a given period, or an international or regional architectural style.

- Reflect a uniform building type easily identified throughout the Panama Canal area, and permanent facilities for community and military bases/stations incorporating the open-air design initiated during the French Canal construction era, and which include generously screened porches and an abundance of windows.

- Reflect a standard or typical design, or an original used as a basis for similar buildings.

- Show unique innovations or were prototypes (i.e., buildings that were the first of their kind, experimental housing or community projects established as prototypes or models).

- Are associated with national or international events or personalities of historic significance.

- Are associated with buildings which were designed by noted architects, engineers, or scientists.

- Depict buildings which were associated with public or political controversy.

- Are general site plans or layouts for installations or underground utility diagrams showing the location of subsurface electrical, water, or sewer lines.

2. Duplicate, nonrecord, General Records Schedules (GRS), or records lacking sufficient archival value will be removed and destroyed during archival processing.

3. Drawings assigned a temporary disposition but considered necessary for continued operations may be transferred to the Republic of Panama when legal custody of the structure itself is transferred.