

**REQUEST FOR AUTHORITY  
TO DISPOSE OF RECORDS**

(See Instructions on Reverse)

*3 items*

*AFSC*

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

LEAVE BLANK	
DATE RECEIVED <b>MAR 17 1976</b>	JOB NO. <b>NCI-AFU-76-30</b>
NOTIFICATION TO AGENCY	
In accordance with the provisions of 44 U.S.C. 3303a the disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "with-drawn" in column 10.	
4-15-76 (Date)	<i>James B. Rhoads</i> Archivist of the United States

1. FROM (AGENCY OR ESTABLISHMENT)  
**DEPARTMENT OF THE AIR FORCE**
2. MAJOR SUBDIVISION  
**DIRECTORATE OF ADMINISTRATION**
3. MINOR SUBDIVISION  
**DOCUMENTATION SYSTEMS DIVISION**

4. NAME OF PERSON WITH WHOM TO CONFER  
**MR. C. J. PHILLIPS**

5. TEL. EXT.  
**756-2384**

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 8 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified.

**6 MAY 1975**

*Herbert G. Geiger*

**HERBERT G. GEIGER, Chief  
Documentation Systems Division  
Directorate of Administration**

Date (Signature of Agency Representative) (Title)

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	<p align="center"><b>REAL PROPERTY MANAGEMENT RECORDS</b></p> <p align="center"><b>Table 87-1</b></p> <p align="center"><b>(Applicable Air Force-wide)</b></p> <p>The purpose of this submission is to revise and update disposition criteria for documentation pertaining to changes in building utilization. Subject documentation is maintained at various levels throughout the Air Force. Proposed table revision was prepared and submitted by the Real Property Division of the Directorate of Civil Engineering, HQ USAF, which is the office of primary responsibility for subject records in the Air Force.</p>	<p align="center"><b>NN 173-73</b></p>	

*Copies to Agency NCIW SAC-4-19-76*

TABLE 87-1

REAL PROPERTY MANAGEMENT RECORDS

R U L E	A	B	C	D
	If documents are or pertain to	consisting of	which are	then
15 *	Changes in Utilization of buildings	requests approved by DOD, HQ USAF, Major Comds and bases	at bases which maintain the Real Property Accountable Records	see Table 87-5, Rules 1, 2, 4 and 5
16 *			at HQ USAF, Major Comds and bases that keep info copies only	destroy when no longer needed for reference purposes
17 *			request disapproved by DOD, HQ USAF, Major Comds and bases	at all levels

rule 1

TABLE 87-1 (Continued)				
R U L E	A	B	C	D
	If documents are or pertain to	consisting of	which are	then
15	changes in utilization of buildings	requests approved by MAJCOMs	at MAJCOMs	destroy after 18 months.
16		requests approved by HQ USAF or DOD		retire as permanent.
17 ★		requests approved by base/station	at base/station	see table 87-5, rule 2.

Note: On derequisitioning or return of real property to a local (CONUS) or foreign (oversea) government, major subordinate commands and base/station activities forward their record to the next higher level of command, where they are held until it is determined that no claim will be filed against the United States.

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