

**REQUEST FOR AUTHORITY  
TO DISPOSE OF RECORDS**

*(See Instructions on Reverse)*

*2 items*

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

LEAVE BLANK	
DATE RECEIVED <b>DEC 16 1976</b>	JOB NO. <b>NC 1-AFCU-77-53</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.	
<i>5-10-77</i> (Date) <i>James E. O'Neil</i> Acting 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.  
**767-5400**

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

**10 DEC 1976**      *Herbert G. Geiger*      *James E. O'Neil*

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>HOUSING RECORDS (Table 90-1) (Applicable Air Force-wide)</b></p> <p>Proposed change revises disposition standards for retention of documentation pertaining to Wherry and Capehart Act housing accumulated and maintained by Air Force activities. The office of primary responsibility for subject documentation has reevaluated the documentation and recommended permanent retention because of legal and financial requirements necessary to protect the government's interest in connection with actual construction of housing, transfer of housing during base closures, transfer of housing to other government agencies (Federal, state, and local), and/or sale to private institutions.</p>	<p><b>NN 170-33</b></p>	

90. Family Housing. These tables cover documentation pertaining to policies, procedures, and responsibilities encompassing Government-owned or -contracted family housing used by the AF, including AF inventory, and status of utilization; retention inadequate housing; procedures for leasing family housing; operation and rental rates for Government-owned trailer spaces; special programs, and the submission of progress reports on family housing construction projects administered by the AF.

TABLE 90-1

HOUSING RECORDS

R U L E	A	B	C	D
	If documents are or pertain to	consisting of	which are	then
1	Wherry Act housing	mortgage, mortgage note, agreement for acquisition, purchase agreement, title insurance policy, related legal documents and papers	construction closing file and acquisition file	* retire as permanent
2	Capehart Act housing	FHA commitment, housing contract, lease, mortgage, mortgage note, title insurance policy, related legal documents and papers	initial, interim, and final closing files	* Destroy 10 years and 3 months after unconditional sale or release by the Government of conditions, restrictions, mortgages or other files.
3	status records	surveys and reports of existing family housing reports of inadequate housing, photographs, drawings, and correspondence	at major subordinate commands and above	destroy when no longer needed.
4			at base/stations	destroy after 3 years.
5	AF inventory and utilization of military family housing units	form reports of inventory and occupancy of military-owned and -controlled family housing units, statements of facilities and assignments, and related papers		destroy after 1 year.
* 6	(Reserved)			

10-301

\* Obtain Civil Engineering and Judge Advocate clearance prior to authorizing destruction.