

**REQUEST FOR AUTHORITY
TO DISPOSE OF RECORDS**

(See Instructions on Reverse)

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

1. FROM (AGENCY OR ESTABLISHMENT)

DEPARTMENT OF THE AIR FORCE, HQ USAF

2. MAJOR SUBDIVISION

Directorate of Administration

3. MINOR SUBDIVISION

Documentation Systems Division

4. NAME OF PERSON WITH WHOM TO CONFER

Mr. Neil Vandergraaf

5. TEL. EXT.

767-4495

6. CERTIFICATE OF AGENCY REPRESENTATIVE:

LEAVE BLANK	
DATE RECEIVED	JOB NO.
DEC 16 1977	NC1-AFU-78 19
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.	
1-19-78	<i>James B. Rhoads</i>
(Date)	Archivist of the United States

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.

6 DEC 1977
Date

Herbert G. Geiger
(Signature of Agency Representative)

HERBERT G. GEIGER, Sr. CI
Documentation Systems Division
Directorate of Administration
(Title)

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
1	<p align="center">SPECIALIZED PUBLICATIONS (TABLE 8-1)</p> <p align="center">(Applicable to Strategic Air Command)</p> <p>This submission proposes to add two rules to table 8-1 pertaining to Strategic Air Command Civil Engineering Manuals. The Civil Engineering Manuals (SAC CEMS) are issued as a specialized publication applicable to SAC only. The manuals provide information to operate and maintain the installation as a system. They provide operation and maintenance instruction for Real Property Installed Equipment (RPIE). The manuals are closely associated with the Technical Order System covered under rules 3 and 4 of this table, however these apply Air Force wide. The SAC CEMS are not considered permanent because they are continually changed, updated and rescinded as Air Force inventory changes. Treating these CEMS as Technical Orders will also preclude yearly retirement of approximately 18 cu ft of permanent storage.</p> <p>A sample copy of a typical SAC CEM can be provided upon request.</p> <p>The proposed disposition criteria will adequately satisfy Air Force requirements.</p>	NC1-AFU-76-51	

2 items

Sent to agency - 1/23/78

TABLE 8-1

SPECIALIZED PUBLICATIONS

R U L E	A	B	C	D
	If documents are or pertain to	consisting of	which are	then
10	Strategic Air Command Civil Engineering Manuals (SAC CEMS)	record copy of each SAC CEM as listed in SACR O-7	maintained at issuing activity	destroy 6 years after SAC CEM is rescinded and equipment is dropped from Air Force inventory.
		background material, such as forms reports, corres- pondence, and other docu- mentation concerning initiation, preparation, issuance, and changes to SAC CEMS	at issuing activities	destroy 2 years after SAC CEM is superseded, obsolete, or rescinded.