

Raw NCI 22007214

REQUEST FOR RECORDS DISPOSITION AUTHORITY  
(See Instructions on reverse)

LEAVE BLANK	
JOB NO <b>NCI-AFU-78 45</b>	
DATE RECEIVED <b>AUG 1 1978</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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10	
<i>12-21-78</i> Date	<i>James B. Rhoads</i> Archivist of the United States

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 Mrs. Grace Rowe	5. TEL. EXT 767-4644
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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 4 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified.

A Request for immediate disposal.

B Request for disposal after a specified period of time or request for permanent retention.

C. DATE 20 JUL 1978	D. SIGNATURE OF AGENCY REPRESENTATIVE <i>Herbert G. Geiger</i>	E. TITLE HERBERT G. GEIGER, Chief Documentation Systems Division Directorate of Administration
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7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
1	ON/OFF-BASE HOUSING RECORDS (Table 90-3) (Applicable Air Force-wide)  This submission establishes revised disposition criteria for on/off-base housing records. Change in table from 30-5 to 90-3 is required because the on/off-base housing function is now under the Engineering and Services organizational purview and the governing directives have been changed to the 90 series of publications. The recommended dispositions are sufficient to satisfy the the needs of the Air Force.  (Submission of this proposal to GAO is not contemplated nor considered necessary.)	NCI-AFU-77-11	

Send to agency, WNRC, and NNM.

15 items

MS 12-26-78

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TABLE 90-3

## ON/OFF-BASE HOUSING RECORDS

E L L	A	B	C	D
	If documents are or pertain to	consisting of	which are	then
1	off-base housing refer- ral service	family housing information, detailed sale/rental listing, off-base housing applications notification of housing selection, landlord/tenant complaint, and related correspondence	at Housing Referral Offices	destroy 1 year after applicant has been placed, landlord ceases to list with base referral office or when no longer required.
2		off-base housing referral reports	at other than HQ USAF	* destroy after 2 years.
3			* at HQ USAF	* retain for 2 years; retire to WNRC; destroy after 10 additional years.
4	equal opportunity in off-base housing	* housing discrimination complaints, case files, reports of investigation, and related correspondence	* unsubstantiated and retained at other than HQ USAF	* destroy 2 years after end of year in which case is closed.
5 *			substantiated and retained at other than HQ USAF	destroy 2 years after restrictive sanctions are removed or other related actions are closed.
6 *			at HQ USAF other than HQ USAF/JACL	retain for 3 years; retire to WNRC; destroy after 10 additional years.

TABLE 90-3 (Continued)

R U L E	A  If documents are or pertain to	B  consisting of	C  which are	D  then
7 *			at HQ USAF/JACL	disposition per table 110-1, rules 15 thru 18, as applicable.
8	base housing management	housing requests, quarters condition inspection reports, assignment orders, and related documents		destroy 1 year after termination of quarters occupancy and final inspection of quarters. (see note)
9		advance applications for assignment to military family housing	retained by losing activity as proof of mailing	destroy after 6 months.
10 *		status of housing availability form	at base housing office	destroy upon PCS from installation.
11 *		Excess Family Housing List		destroy when obsolete or superseded.
12	bachelor and transient quarters	utilization/occupancy reports and related documents	*at other than HQ USAF	* destroy after 2 years.
13 *			at HQ USAF	retain for 2 years; retire to WNRC; destroy after 10 additional years.
14 *		requests for BAQ or on-base quarters based on hardship, statements issued to personnel authorized to reside off base, commander's notice to terminate quarters, etc.	at base level	destroy when superseded or upon PCS from base.

TABLE 90-3 (Continued)

R U L E	A  If documents are or pertain to	B  consisting of	C  which are	D  then
15 *	Family/ bachelor/ transient housing, housing referral or equal opportunity in off-base housing	basic policies, procedures, policy waivers, etc	at HQ USAF and MAJCOM	retain until obsolete, superseded, or no longer needed; retire to WNRC; destroy after 20 additional years.
<p>NOTE: When approved by the Command DMO, documents eligible for destruction may be transferred to Defense Investigative Service (DIS) upon request. A copy of SF 135, Records Transmittal and Receipt, will be sent to HQ USAF/DAD.</p>				
<p>EXPLANATION OF ABBREVIATIONS:</p> <p>In rule 14, column B, BAQ: basic allowance for quarters.</p> <p>In rules 10 and 14, column D, PCS: permanent change of station.</p>				