

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

Rec. 3/12/79

LEAVE BLANK	
JOB NO NCI-AFU-79-24	
DATE RECEIVED 12 MAR 1979	
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10	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>4-10-79</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

2. MAJOR SUBDIVISION
1947 Administrative Support Group (HQ USAF)

3. MINOR SUBDIVISION
Information Management and Resources Division

4. NAME OF PERSON WITH WHOM TO CONFER
Grace T. Rowe

5. TEL EXT
694-3527

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 2 MAR 1979	D. SIGNATURE OF AGENCY REPRESENTATIVE <i>Herbert G. Geiger</i>	E. TITLE HERBERT G. GEIGER, Chief Information Mgt and Resource Div
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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	<p align="center">REAL PROPERTY ACCOUNTABLE DOCUMENTATION (TABLE 87-5) (Applicable Air Force-wide)</p> <p>The purpose of this revision is to establish standard instructions for the disposition of real property accountable documentation that is maintained at bases and major commands. The real property accountable records consist of real property cards, vouchers, voucher registers, USAF Real Property Inventory Detail List, international balance of payments and supporting documents. These records show the capitalization costs of the real property assets and the estimated value of leased facilities at each installation. These real property assets are reported to Congress yearly through the annual inventory sent to Headquarters USAF.</p> <p>This revision provides disposition instructions for real property accountable records for active Air Force installations as well as those installations that are inactivated prior to disposal action.</p> <p>General Accounting Office has concurred (See letter attached). This revision will adequately serve Air Force requirements.</p>	<p align="center">NN-171-143</p>	

Copy sent to Agency. 4-11-79: K.T.D. 8 items

TABLE 87-5

Real Property Accountable Documentation

R U L E	A	B	C	D
	If documents are or pertain to	consisting of	which are	then
1	Overseas Base Civil Engineer (BCE) Real Property	*property cards, ledgers, voucher registers and supporting documents including print-out of RCS: HAF-PRE(AR)7115 Report, USAF Real Property Inventory Detail List	*related to an active installation, will be retained and maintained at the designated record keeping installation. Upon inactivation prior to disposal, the records are kept at the	*the accountable installation or MAJCOM will destroy after 10 years if no claim is filed or 10 years after settlement of claim whichever is applicable (See Note)
1.1		maps and record drawings	designated record keeping installation or the MAJCOM that has jurisdiction until terminal audit and base	*the accountable installation or MAJCOM will transfer to the appropriate recipient or to the major recipient of the properties involved.
1.2		international balance of payments (IBP) and supporting documents.	closure responsibilities are completed and it is determined that no claim will be filed against the U.S.	incorporate in real property case file. See Table 87-1, rule 1 for disposition.
2	U.S. and territories administered by U.S. (BCE) Real Property	*property cards with supporting documents including print-out of RCS: HAF-PRE(AR)7115 Report	related to specific buildings or to equipment that is disposed of by demolition, salvage or lease termination.	*the accountable installation or MAJCOM will destroy after 5 years or 1 year after required audit is satisfied, whichever is sooner. (Exception: when requested on lease termination, record drawings may be transferred with the property.)

TABLE 87-5 (Continued)

R U L E	A If documents are or pertain to	B consisting of	C which are	D then
3		voucher and voucher registers.		for disposition see rule 5.
4		*property cards, ledgers, voucher and voucher registers with supporting documents. maps, record drawings including print out of RCS:HAF-PRE (AR)7115 Report.	related to an installation that is to be transferred between commands or to another Federal Agency.	*the accountable installation or MAJCOM will transfer to the receiving command or agency. (See note).
5		*property cards, ledgers, vouchers and voucher registers with supporting documents including a print-out of RCS:HAF-PRE (AR) 7115 Report.	*related to an active installation will be retained and maintained at the designated record keeping installation. Upon inactivation prior to disposal, the records are kept at the designated record keeping installation of the MAJCOM of jurisdiction until disposal of all of the real property is completed.	*the accountable installation or MAJCOM will destroy after 10 years if no claim is filed or 10 years after settlement of claim whichever is applicable. (See note).
5.1		maps and record drawings		*the accountable installation of MAJCOM will transfer to appropriate recipients or the major recipient of the property.
	NOTE: Retain ledgers for 1 year for reconciliation of the real property accounts with the general ledger accounts and for reference purposes, then destroy.			