

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

3/12/80
LEAVE BLANK

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

JOB NO.
NC1 - AFU-80-13

1. FROM (AGENCY OR ESTABLISHMENT)

DATE RECEIVED
3-12-80

DEPARTMENT OF THE AIR FORCE

NOTIFICATION TO AGENCY

2. MAJOR SUBDIVISION

1947th Administrative Support Group, HQ USAF

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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10.

3. MINOR SUBDIVISION

Information Mgmt and Resources Division

4. NAME OF PERSON WITH WHOM TO CONFER

5. TEL. EXT.

Mr. Neil Vandergraaf

694-3494

Withdrawn
Date 3/12/80 Archivist of the United States

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 7 MAR 1980	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">INDIVIDUAL R&D PROJECT RECORDS (TABLE 80-2) (Applicable Air Force-wide)</p> <p>The attached submission is forwarded as a result of previous correspondence and discussions between Mr. Thomas Wadlow, your office and the Department of the Air Force.</p> <p>The proposed new table 80-2 reduces the previously permanent documentation to 15 years (old rules 1, 9, and 10) in new rule 1. Documentation which remains permanent is now covered in new rules 2, 3, and 7. Other rules have been realigned and better description provided to insure more logical order.</p> <p>Proposed changes will adequately serve Air Force requirements.</p> <p align="center">Job Withdrawn</p> <p><i>No mass data change sheet required. Copy of job sent to agency with NCD letter of 12/1/82.</i></p>	<p align="center">GRS 19 items 3, 6, 7, 8, 11 and 12</p>	<p align="center">13 items</p>

Closed out as withdrawn; 12-3-82; cm

INSTRUCTIONS

General Instructions:

Use Standard Form 115 (obtainable from supply depots of the Federal Supply Service, General Services Administration) and the continuation sheet Standard Form 115a (obtainable from the Records Disposition Division, Office of Federal Records Centers, National Archives and Records Service, Washington, D.C. 20408) to obtain authority to dispose of records or to request permanent retention of records. Detach the fifth copy from the set and keep as your reference copy. Submit the first four copies of the set to the National Archives and Records Service. One copy will be returned to the agency as notification of items that are authorized for disposal. Items withdrawn or not approved for disposal will be so marked. Each SF 115 requiring Comptroller General concurrence must be accompanied by a notification of approval from GAO.

Specific Instructions:

Entries 1, 2, and 3 should show what agency has custody of the records that are identified on the form, and should contain the name of the department or independent agency, and its major and minor subdivisions.

Entries 4 and 5 should help identify and locate the person to whom inquiries regarding the records should be directed.

Entry 6 should be signed and dated on the four copies by the agency representative. The number of pages involved in the request should be inserted.

Box A should be checked if the records may be disposed of immediately. Box B should be checked if continuing disposal authority is requested or if permanent retention is requested. Only one box may be checked.

Entry 7 should contain the numbers of the items of records identified on the form in sequence, i.e., 1, 2, 3, 4, etc.

Entry 8 should show what records are proposed for disposal.

Center headings should indicate what office's records are involved if all records described on the form are not those of the same office or if they are records created by another office or agency.

An identification should be provided of the types of records involved if they are other than textual records, for example, if they are photographic records, sound recordings, or cartographic records.

An itemization and accurate identification should be provided of the series of records that are proposed for disposal or retention. Each series should comprise the largest practical grouping of separately organized and logically related materials that can be treated as a single unit for purposes of disposal. Component parts of a series may be listed separately if numbered consecutively as 1a, 1b, etc., under the general series entry.

A statement should be provided showing when disposal is to be made of the records, thus:

If immediate disposal is requested of past accumulations of records, the inclusive dates during which the records were produced should be stated.

If continuing disposal is requested for records that have accumulated or will continue to accumulate, the retention period may be expressed in terms of years, months, etc., or in terms of future actions or events. A future action or event that is to determine the retention period must be objective and definite. If disposal of the records is contingent upon their being microfilmed, or otherwise reproduced or recorded on machine readable media, the retention period should read: "Until ascertained that reproduced copies or recordings have been made in accordance with GSA regulations and are adequate substitutes for the paper records." Also, the provisions of FPMR § 101-11.5 should be observed.

Entry 9 should be checked if samples are submitted for an item. However, samples of the records are not required unless they are requested by the NARS appraiser. If an item has been previously submitted, the relevant job and item number should be entered.

Entry 10 should be left blank.

TABLE 80-2

INDIVIDUAL RESEARCH & DEVELOPMENT (R&D) PROJECT RECORDS

[Job Withdrawn]

R U L E	A	B	C	D
	If documents are or pertain to	consisting of	which are	then
1	R&D Case Files	*project, task and work unit files including: authorization documents, requirements, plans, schedules, accepted proposals and evaluations, contractual and procurement documents, photo prints, R&D test results and conclusions, management reports, e.g., reports containing administrative, fiscal, personnel, and logistical information, notices of cancellation; R&D Record Book which contains notes, sketches and diagrams not used for patent rights	*maintained by office having prime responsibility for approved R&D project	*destroy 15 years after completion or termination of the project. [Job Withdrawn]
2		*preliminary reports, progress reports, final technical reports or the final documentation report		*retire as permanent.
3		*preliminary, experimental, and final specifications and drawings		
4		*motion picture film produced in conjunction with R&D project, task or work unit		*see table 95-2.
5		*still photographs which are original negatives produced in conjunction with R&D project, task or work unit		*see table 95-1.

[Job Withdrawn]

[Job Withdrawn]

TABLE 80-2 (Continued)

R U L E	A	B	C	D
	If documents are or pertain to	consisting of	which are	then
6		*R&D Record Book and supporting documentation from the R&D Case Files	*needed for patent rights or invention applications	*see table 110-2.
7	cooperation with other countries in R&D of defense equipment	*multinational R&D and production programs documentation; also technical data exchange programs, including mutual weapons development data exchange program (MWDDEP) and defense development exchange program (DDEP)	*maintained by office having prime responsibility for approved R&D project	*retire as permanent.
8	R&D documentation	*duplicate copies of information contained in case files and documents required for post project studies, planning purposes and R&D support	*accumulated by supporting, participating, testing and monitoring activities	*destroy 3 months after completion or termination of the project.
9			*required by testing activity for post project studies and planning of similar future R&D tests	*destroy when no longer needed for studies and planning purposes.
10	engineering services program (ESP)	records accumulated for engineering services performed by AFSC; for program guidance and control resources utilized; e.g., R&D management reports, engineering services project plans; program schedules; project fund summaries; and other pertinent documents	significant ESP accumulated by HQ AFSC OPR	destroy 2 years after completion or termination of the engineering services.

[Job Withdrawn]

TABLE 80-2 (Continued)

Job Withdrawn

R U L E	A	B	C	D
	If documents are or pertain to	consisting of	which are	then
11			accumulated by AFSC OPR for services performed for AFSC activities	see table 66-9.
12			accumulated by activities other than AFSC OPR	destroy on completion or termination of effort, or when no longer needed.
*13	rejected proposals	proposals received in response to request for proposal (RFP)	latest evaluation by program/project engineers	destroy 2 years after contract award.

Job Withdrawn