

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

LEAVE BLANK	
JOB NO NCI-AFU-80-48	
DATE RECEIVED September 5, 1980	
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 classified, processed or covered by Executive Order 12958, Column 10.	
SIGNATURE OF THE ARCHIVIST NOT REQUIRED FOR APPROVAL OF PERMANENT RETENTION OF RECORDS	
Date	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 (USAF)

3. MINOR SUBDIVISION

Information Management and Resources Division

4. NAME OF PERSON WITH WHOM TO CONFER

Mrs. 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 3 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 27 AUG 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">PEACETIME PROGRAM RECORDS (Table 27-1, Applicable Air Force-wide)</p> <p>The purpose of this submission is to have table 27-1, rule 1, USAF "P" series documents appraised for permanent retention (exception will be the Communications-Electronics program documents (PC) which are covered in table 100-4). The principal P-series documents are Program Guidance (PG); Aerospace Vehicles and Flying Hours (PA); Bases, Units, and Priorities (PD); Manpower and Organization (PM); Nuclear Weapons Capabilities and Equipage (PS); Tactical Air Missile Program (PT). Each supplementary P-series document covers a particular resource or commodity of the overall program.</p> <p>A record set of the P-series documents including supplemental documents are considered permanent since they express the Air Force programs in resource categories appropriate for current management practices of the HQ USAF and the major commands. These documents are coordinated actions used to achieve stated objectives. They must be kept current at all times to guide and control implementation during the fiscal year and govern program planning for the future. They are published 4 times a year to reflect updated changes,</p>	NN-170-33	1 item

115-107 Copies sent to NMB & NNM 10/21/81 by KALW, Mass Data Change Worksheet attached to transmitted annotated AFM 12-50 page (RG 341).
Closed Out: 10-27-81: K.F.V. Copy to [unclear]

Request for Records Disposition Authority - Continuation

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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
	<p>production adjustments and management actions. Supplementing documents are published on a semiannual basis, or as required. They provide a history on established Air Force objectives, accomplishments of Air Force major programs and associated resources used to implement the programs. The Air Force Historian desires to keep these as permanent documentation.</p> <p><i>will be offered to the National Archives in 5-year blocks when the most recent records are 25 years old</i></p> <p>The P-series documents may be transferred to the National Archives 25 years after creation if no longer needed for administrative purposes or their release would not jeopardize national defense. The documents are not normally released outside of the Department of Defense. They must be released on a strict need-to-know basis as prescribed by security classified regulations. Entire classified documents should not be released when pertinent extracts will suffice. Access will be in accordance with security classified directives and the Freedom of Information Act restrictions.</p> <p>There are approximately 50 cubic feet of these files on hand, 26 cubic feet are at Washington National Records Center. We estimate that annual accumulation is about 3 or 4 cubic feet.</p> <p><i>[Amended by R. Ulire per G. Rowe, 10/14/81]</i></p> <p>[NOTE FOR NCD RECORD COPY ONLY: At the time these records are ready for actual offer, the question of security restrictions on access will be addressed, and then only standard security restrictions for records over 20 years old will be relevant. --R.A.W., 10/14/81]</p>		

27. Programming. This table covers documentation pertaining to the principles and objectives for development of current intermediate and long-range programs pertaining to the AF mission. Publications concerning programming in specific subject areas are placed in the appropriate subject series tables.

TABLE 27-1				
PEACETIME PROGRAM RECORDS				
R U L E	A	B	C	D
	If documents are or pertain to	consisting of	which are	then
1	USAF "P" series documents	* documents with the short title of PA, PD, PT, PM, PS, PG etc. (except Communications-Electronics program documents covered on table 100-4)	a master copy or office of record collection at HQ USAF	retire as <u>permanent</u> .
2			at MAJCOMs	destroy when superseded or obsolete.
3			reference copies	
4		background, source, and feeder materials	used at HQ USAF in developing program documents	destroy when related document is superseded or no longer needed.
5			retained copies of MAJCOM submissions, including forms pertaining to the recommended flying hour program	destroy after 2 years, or when obsolete, whichever is later.
6	command program documents	documents equivalent to the USAF "P" series (Exception: see rule 11.1)	at MAJCOMs	destroy 2 years after close of the earliest FY included in the document, or when superseded or obsolete, whichever is later.
7			at major subordinate commands and below	destroy when superseded or obsolete.
8		background, source, and feeder materials (Exception: see rule 11.1)	used at MAJCOMs in developing command program documents	destroy 2 years after close of the earliest FY included in the document, or when superseded or obsolete, whichever is later.
9	retained copies of command staff element activity submissions, with related correspondence		destroy when related plans are superseded or obsolete.	

← Rule 1 only

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