

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

LEAVE BLANK	
JOB NO NCI-AFV-81-8	
DATE RECEIVED October 31, 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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10	
5-6-82 Date	Edward Weedon Acting 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

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 16 OCT 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">CHARACTERISTICS GUIDES AND DESIGN HANDBOOKS (Table 80-4, Applicable Air Force-wide)</p> <p>The purpose of this submission is to request appraisal of table 80-4, rule 5 for permanent retention. The Air Force Systems Command (AFSC) Handbooks are specialized publications that provide authoritative source of design data in support of definition, design and development of Air Force systems and equipment. They are used to document Air Force technical knowledge for use in support of acquisitions programs. They are intended to convey proven techniques and prevent repetition of past research and development (R&D) errors. They reduce duplication of technical effort and increase application of technical knowledge. They conserve R & D investment and present and apply the cumulative work and thinking of USAF scientists, engineers, and managers.</p> <p>The Air Force has spent millions of dollars to develop the technology published in the handbooks. Although the data is updated periodically and new editions issued, it is important to have the old technology for reference. Much time, effort and money is saved by having the old technology available. The handbooks are also required for litigation cases by the Air Force and its contractors. The</p>	NN-170-33	4 items

[Mass Data Change Sheet Required] Copies of job sent to NNM and NNI by RALW, 5/18/82. Closed Out: 5-20-82. K.T.D. [To all FRC's per NCD 82-99] Copies to Agency & NCA

Request for Records Disposition Authority - Continuation

JOB NO

PAGE OF
2 OF 3

7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10. ACTION TAKEN
	<p>handbook in effect at the time of the contract is used to support the court case. These publications are unique general reference material because of the subject matter coverage and should be retained on a permanent basis.</p> <p>The handbooks may be offered to National Archives 30 years after creation. in 5-year blocks when the most recent records pertain to systems out of the inventory for 30 years. Since they provide design data and technology on how to make weapons, and munitions, etc., there are access restrictions even on the unclassified portions. They should not be released to the general public or foreign nations. The technology in the hands of terrorist and the less developed nations could be used against the United States' interest and world peace.</p> <p>There are several access restrictions which apply, among them the (1) Arms Export Control Act of 1976 (22 USC 2751 and following sections); (2) Export Administration Act of 1979 (50 USC Appendix 2401 et seq 2401-2419 (PL 96-72); (3) International Traffic and Arms Regulation 22 CFR 120-130 (covers unclassified technical data used to make weapons). Restrictions on release of classified documents apply. Also, due to Air Force agreement with copyright holders that the copyright material will not be for sale, sale of these documents would be prohibited.</p> <p>There are approximately 113 cubic feet of the handbooks in the records centers. The annual accumulation is small, probably 1 or 2 cubic feet per year.</p> <p>The handbooks are arranged by series and then by numbers.</p> <p>[Amended by R. Wire per G. Rowe, 4/23/82]</p> <p>[Note for NCD File Copy: The question of restrictions on access will be addressed at the time records covered by Rule 5 are ready for actual offer. R.A.W. 4/26/82]</p> <p>[Note for MCD File Copy: The results of a 5/17/82 NARS-5 query indicate that UNRC has 130 cu. ft. of records under the Rule 5, but part of this is background material covered by new Rule 7 (see p. 3 of this job). R.A.W.]</p>		

TABLE 80-4

CHARACTERISTICS GUIDES AND DESIGN HANDBOOKS

R U L E	A	B	C	D
	If documents are or pertain to	consisting of	which are	then
1				
	NO CHANGE			
2	NO CHANGE			
3	NO CHANGE			
4	NO CHANGE			
5	AFSC design handbook	special publications providing a current authoritative source of design data in support of the definition, design, and development of AF systems and equipment, which can be used as a basis for design decisions, criteria, and guidance	at HQ AFSC-designated OPR	retire as permanent when system is out of inventory. Offer to the National Archives in 5-year blocks when the most recent records pertain to systems out of the inventory for 30 years.
6			at other than HQ AFSC-designated OPR	destroy when superseded, obsolete, or no longer needed, whichever is sooner.
7			at HQ AFSC-designated OPR	retire when system is out of inventory. Destroy when records pertain to systems out of inventory for 30 years.
8			at other than HQ AFSC-designated OPR	destroy when superseded, obsolete, or no longer needed, whichever is sooner.

[Amended by R. Ware per G. Rowe, 4/23/82]

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