

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

C/110/81 ✓
LEAVE BLANK

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

Directorate of Administration, HQ USAF

3. MINOR SUBDIVISION

Information Management and Resource Division

4. NAME OF PERSON WITH WHOM TO CONFER

Mrs. Grace T. Rowe

5. TEL EXT

694-3527

JOB NO

NCI-AFU-81-58

DATE RECEIVED

June 10, 1981

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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10

6-29-81
Date

Herbert G. Geiger
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

2 JUN 1981

D. SIGNATURE OF AGENCY REPRESENTATIVE

Herbert G. Geiger

E. TITLE

**HERBERT G. GEIGER, Chief
Information Mgt and Resource Div**

7. ITEM NO

8. DESCRIPTION OF ITEM
(With Inclusive Dates or Retention Periods)

9. SAMPLE OR
JOB NO.

10. ACTION TAKEN

POLLUTION DOCUMENTATION (Table 19-1)
(Applicable Air Force-wide)

1

The purpose of this submission is to provide disposition authorities for new rules 9-14. Column A in rule 8 is also changed to update the description of the documents. Rule 9 is added to provide disposition authority for environmental monitoring laboratory analyses documentation at the USAF Occupational Environmental Health Laboratory (OEHL) at Brooks Air Force Base. The documents contain results of analyses of environmental samples. Results are compared with regulatory limits to insure that pollution regulations are not being violated. Records at base level will be destroyed after 3 years. This corresponds to the retention time specified in the National Pollutant Discharge Elimination System (NPDES). The USAF Occupational Environmental Health Laboratory will keep the documentation for 10 years. This is the time required for documentation retention for drinking water lab analyses reports (table 161-5, rule 6). Computer system consistency dictates that the retention intervals be the same.

NCI-AFU-77-93

7/2/81

*Closed Out: 7-7-81 : K.T.D.
Copy to Agency & NARA*

Request for Records Disposition Authority - Continuation

JOB NO

PAGE OF
2 of 4

7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10. ACTION TAKEN
	<p>Rule 10 is added to cover violations of environmental standards at base level. The reports of violations and actions taken may be destroyed 3 years after the last action taken to correct the violation. This retention period corresponds to the documentation retention of NPDES laboratory analysis documentation (rule 8). The disposition is established to parallel the legal mandate of NPDES requirements. The documents are accumulated when an installation is cited for violating environmental standards. The documentation is a case file of actions taken to abate the source of the violation. They are used to track progress and service for legal sufficiency.</p> <p>Rule 11 covers the sampling point master record. This is a list that correlates sampling point identifier code with specific physical location. It is used to assign analysis results to sampling locations when results are received from the laboratory. The documentation is needed until the installation closes or Air Force is relieved of accountability to insure the same sampling point is not assigned several different numbers. If this occurred, it would be impossible to compare results of several analyses done over a period of time.</p> <p>Rule 12 covers the emission inventory. It provides estimate of total air pollutant emissions from base operations. It is used to report to Environmental Protection Agency and to serve as basis for preparing Prevention of Significant Deterioration permit applications. The inventory needs to be retained until updated inventory is prepared.</p> <p>Rule 13 is added to cover the statistical summaries of quantities and methods of disposition of recoverable and waste petroleum products. The summaries report the amount and disposition of recoverable and waste petroleum products generated at base level. They record quantities generated, recovered, and manner of disposal to comply with the Department of Defense and Environmental Protection Agency requirements. They are used by the base/installation, major air commands and the San Antonio Air Logistics Center as audit trails and analyses baseline. They may be destroyed after 3 years.</p> <p>Rule 14 covers the management plan which gives operating responsibilities and sets criteria to collect, store, and recycle or dispose of all recoverable or waste petroleum products generated on the base in an environmentally acceptable manner consistent with energy conservation. The plan may be destroyed when superseded, obsolete, or when no longer needed for reference.</p>		

TABLE 19-1

POLLUTION DOCUMENTATION

R U L E	A	B	C	D
	If documents are or pertain to	consisting of	which are	then
8	*environmental monitoring laboratory analyses	records and information resulting from monitoring activities, including those required by NPDES permits. Includes all records of analyses performed and calibration and maintenance of instrumentation and recordings from continuous monitoring instrumentation	at base level	destroy after 3 years.
9 *			at USAF Occupational Environmental Health Laboratory (USAF OEHL)	destroy after 10 years.
10 *	violations of environmental standards	reports of violations and actions taken, including programming actions and operational modifications	at base level	destroy 3 years after the last action taken to correct the violation.
11 *	sampling point master record		at installation bio-environmental engineering activities	destroy when installation closes or AF is relieved of accountability
12 *	emission inventory	inventory report, tables, monitoring reports, Prevention of Significant Deterioration (PSD) survey results, and related correspondence and reports	at installation bio-environmental engineering activities	retain until updated inventory is prepared
13 *	accumulation and disposition of recoverable and waste petroleum products	statistical summaries of quantities and methods of disposition	at installations, major commands and the San Antonio Air Logistics Center (SA-ALL)	destroy 3 years after date of report.

TABLE 19-1 (Continued)

R U L E	A	B	C	D
	If documents are or pertain to	consisting of	which are	then
14 *	plan for recoverable and waste petroleum products	plans and supporting data		destroy when obsolete, superseded or no longer needed for reference.