

Wallace

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

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 Resources Division

4. NAME OF PERSON WITH WHOM TO CONFER

Mrs. Grace T. Rowe

5. TEL EXT

694-3527

LEAVE BLANK

JOB NO

NCI-AFU-81-70

DATE RECEIVED

July 16, 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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10

7-22-81
Date

Robert W. May
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 2 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

JUL 01 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
1	<p>LEASED REAL PROPERTY CASE FILES (Table 87-3) (Applicable Air Force-wide)</p> <p>The purpose of this submission is to expand column B of rule 4 to cover leased property - i.e., outgrants as well as inleases. The retention period for rule 4 remains the same. We have changed the title to "Leased Property Case Files" to more correctly describe the files for leased real property. Real property encompasses "any right, title, or interest in land and buildings, fixed improvements, utilities, and other permanent type additions." Currently the title only addresses buildings and office space.</p> <p>We have added a note to cover the ingrant/outgrant documents that pertain to facilities/sites listed, eligible for nomination, or nominated but not selected for the Register of Historic Places. Table 19-3, Historic Preservation Program, covers disposition of this documentation. Table 19-3 is at NARS for appraisal. Job number is NCI-AFU-81-39.</p>	NN-170-33	1 item

*Closed Out: 7-27-81: K.T.D.
Copy to Agency*

TABLE 87-3

*Leased Real Property Case Files

R U L E	A	B	C	D
	If documents are or pertain to	consisting of	which are at	then
4	leased real property	*copies of legal instruments, floor plans, special orders, correspondence, reports, and related data pertaining to special and general purpose space leased in its entirety for the use of AF, and to conveyance of interest in or right to use AF property by means of a lease, easement license, permit, right-of-way or agreement	bases/stations [Amended by R. Wise per G. Rowe, 7/21/81]	destroy 2 years after General Services Administration or the Chief of Engineers advises that the property to which the documents pertain has been disposed of; or if claims are pending, destroy 1 year after settlement of the claim. (see note)

*Note: See table 19-3, Historic Preservation Program, for disposition of documentation relating to Air Force real property listed, eligible for nomination, or nominated but not approved for the National Register of Historic Places.