

INACTIVE - ALL ITEMS SUPERSEDED OR OBSOLETE

Schedule Number: NC1-AFU-82-010

All items in this schedule are inactive. Items are either obsolete or have been superseded by newer NARA approved records schedules.

Description:

Item 215/1/6 was superseded by NC1-AFU-85-012.

In 1989, Air Force submitted N1-AFU-90-003 to cover all of their temporary items in AFR 12-50, Volume II, Disposition of Air Force Records (dated 1987) under a single job number. The items on this schedule are temporary. It is assumed that the remaining items on this schedule were therefore superseded by N1-AFU-90-003.

Date Reported: 12/1/2024

NC1-AFU-82-010

INACTIVE - ALL ITEMS SUPERSEDED OR OBSOLETE

Wallace

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

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JOB NO	NCI-AFU-82-10
DATE RECEIVED	November 25, 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disposal request, including amendments, is approved except for items that may be stamped 'disposal not approved' or 'withdrawn' in column 10	
Date	1-13-82 Edward Wallace Acty. 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
Directorate of Administration, HQ USAF

3 MINOR SUBDIVISION
Documentation Management

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 6 NOV 1981	D. SIGNATURE OF AGENCY REPRESENTATIVE <i>J. E. Dagwell</i>	E. TITLE JAMES E. DAGWELL Documentation Management Branch Information Mgmt and Resources 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	MORALE, WELFARE AND RECREATION (Table 215-1) (Applicable Air Force-wide) The purpose of this submission is to add rules 6 -9. Rule 6 establishes disposition criteria for the triennial survey and planning documentation. The Chief of the Morale, Welfare and Recreation (MWR) division must develop and maintain an MWR program to meet the needs of the patrons. The program must be able to be adapted to changes in patron's needs, desires and availability of resources. The triennial surveys identify MWR needs, evaluate available and potential program resources, establish priorities and justify MWR program changes. Retention of the triennial survey and program records for a period 6 years provides continuity of data for gauging caliber of programs and effecting required improvements, as applicable. Proposed 6-year period permits retention of previous survey on file at all times.		4 items

Mass Data Change Sheet Not Required. Copy of job sent to NNM by RALW 1/15/82.

Closed Out: 1-25-82: R.T.D.
Copy to Admin

Request for Records Disposition Authority—Continuation		JOB NO	PAGE OF 2 2
7. ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10. ACTION TAKEN
	<p>Rules 7 - 9 concern the machine listings and keypunch cards and correspondence for the MWR facilities programming list report. The report is used to maintain an accurate inventory of all USAF/MWR facilities worldwide. It reflects the current status and conditions of facilities, including proposed construction and/or modification. It provides a method of tracking the progress of these projects. The retention periods given will satisfy the administrative needs of the Air Force.</p>		

TABLE 215-1 MORALE, WELFARE AND RECREATION

R U L E	A	B	C	D
	If documents are or pertain to	consisting of	which are	then
6 *	triennial survey and planning	base survey results and plans for future development of morale, welfare and recreation programs	at base level	destroy after 6 years.
7 *	MWR facilities programming list report	facilities listing that portrays facility data to MWR managers		destroy when new list is received
8 *		key punch cards used to update or provide new facility information		destroy cards when necessary information has been inputted to the system
9 *		correspondence and related data which provides instructions or facility information		destroy after 1 year or when superseded.