

**REQUEST FOR RECORDS DISPOSITION AUTHORITY**  
(See Instructions on reverse)

*Wallace*  
*BY FIVE*

LEAVE BLANK

JOB NO

*NCI - AFU - 82 - 45*

DATE RECEIVED

*April 14, 1982*

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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10.

*7-12-82* *John M. Rowe*  
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  
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

8 APR 1982

D. SIGNATURE OF AGENCY REPRESENTATIVE

*James E. Dagwell*

E. TITLE

**JAMES E. DAGWELL**  
Documentation Management Branch  
Information Mgmt and Resources Div

7. ITEM NO.

1

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

REAL PROPERTY INVENTORY RECORDS (Table 87-2)  
(Applicable Air Force-wide)

The purpose of this submission is to add rules 4.1 and 4.2. At present there is no authority to maintain AF Form 1192, USAF Installation Characteristics Report, at the major command. There are no records on which to review or compare previous actions; determine accuracy or applicability of current reports; or base decisions or make recommendations pertaining to a report under study. The AF Form 1192, after report number 1, only reflects the change in the information. MAJCOM makes characteristics change official through issuance of Special Orders (S.O.) and provides HQ USAF with copy of AF Form 1192 and S.O. Maintenance of file at AF MAJCOM level assures accuracy of AF records, particularly if accountability or control transfers from one base or MAJCOM to another.

Rule 4.1 covers reports on bases/installations. The records may be transferred to the gaining command when installation is transferred or they may be destroyed 5 years after installation is disposed of. Rule 4.2 covers reports ~~on~~ off-base installations. These records may be destroyed 5 years after primary installation is disposed

9. SAMPLE OR JOB NO.

NN-170-33

10. ACTION TAKEN

*2 items*

115-107

*No mass data change sheet required. Copy of job sent to NAIM by RAW on 7/30/82.*

*Closed out: 7-30-82:em  
Copy to Agency*

STANDARD FORM 115  
Revised April, 1975  
Prescribed by General Services Administration  
FPMR (41 CFR) 101-11.4

**Request for Records Disposition Authority - Continuation**

JOB NO.

PAGE OF  
2 OF 2

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	<p>of. The 5 year retention after base inactivation is required for look back reference purposes.</p>		

TABLE 87-2

R U L E	A	B	C	D
	If documents are or pertain to	consisting of	which are <i>at</i>	then
4	AF inventory of real property	retained USAF characteristics report	<del>base/stations</del>	<del>retire as permanent when AF is relieved of accountability for installation.</del>
4.1 *			<del>at</del> MAJCOM	transfer to gaining MAJCOM when installation is transferred, or destroy 5 years after installation is disposed of.
4.2 *		retained USAF characteristics report pertaining to off-base installations		destroy 5 years after primary installation is disposed of.

*Unscheduled*