

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

LEAVE BLANK	
JOB NO.	NCL-AFU-82-81
DATE RECEIVED	9-21-82
NOTIFICATION TO AGENCY	
<small>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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10.</small>	
7/3/1990 <i>Date</i>	WITHDRAWN <i>Archivist of the United States</i>

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

5. TEL. EXT.

Mr. D. F. Shuel


43527

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	D. SIGNATURE OF AGENCY REPRESENTATIVE	E. <u>MARK H. COON, Major, USAF</u> Acting Chief, Documentation Mgmt Directorate of Administration
15 SEP 1982		

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">INDIVIDUAL MODIFICATION RECORDS (Table 57-3) (Applicable Air Force-wide)</p> <p>The purpose of this submission is to establish a disposal standard for class V modification authorization files, modification lists and modification studies.</p> <p>The attached proposed retention periods will meet the requirements of the Air Force.</p>	NN-170-3	

TABLE 57-3

INDIVIDUAL MODIFICATION RECORDS

R U L E	A If documents are or pertain to	B consisting of	C which are	D then
1	class V modification authorization files	master copy of modification requirements, amendments, revisions, and/or cancellations notices	at HQ USAF OPR	* destroy 1 year after completion of the last unit of the program.
2	modification case files	historical background data, cost and schedules studies, management plans, modification evaluation documents, message and correspondence, ROCs, SEAORs, RADs relating to the modification	at the modification project office during the life of the modification (from original proposal until the last unit is completed)	
2.1	NO CHANGE	NO CHANGE	NO CHANGE	NO CHANGE
3	list of modification	master copies	prepared for publication by HQ USAF	** destroy after 2 years.
4	NO CHANGE	NO CHANGE	NO CHANGE	NO CHANGE
5	modification studies for cost, schedules, feasibility, management, integration, testing, or implementation of a modification	original or master copies with changes or amendments	prepared at the direction of HQ USAF to permit decisions on modification proposals	* destroy 3 years after completion of the last unit.