

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

LEAVE BLANK	
JOB NO. NCI-AFU-83-24	
DATE RECEIVED 10/26/82	
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10.	
12-20-82 Date	<i>[Signature]</i> 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 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 22 OCT 1982	D. SIGNATURE OF AGENCY REPRESENTATIVE <i>[Signature: James E. Dagwell]</i>	E. JAMES E. DAGWELL Chief, Documentation Management Directorate of Administration
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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	<p align="center">ENGINEER QUALIFICATION RECORDS AND PROJECT CONTROL FILES (Table 88-1) (Applicable Air Force-wide)</p> <p>The purpose of this submission is to add rule 5 to cover report of Architect-Engineer (A-E) contract awards. The report is submitted on AF Form 1324 and is prescribed by Defense Acquisition Regulation 18-404. The documents high-light those A-E firms which have been awarded substantial AF contracts during each fiscal year. This enables Air Force to award future contracts to firms with few or no prior awards to "spread the wealth". This information is considered for each subsequent A-E contract.</p> <p>Recommend retention for 3 years, then destroy at the beginning of the fourth year. This will keep on file the records for the past 3 years. This will provide a quick reference to the number of awards an A-E firm has received in the past 3 years and the total dollar amounts. This information will be used to determine whether the same firm should receive another award contract or whether a new firm should be considered.</p>	NN-170-33	1 item

115-107

No mess data change sheet required. Copy of job sent to NAWM by RAW, 12/27/82. Copy to agency, 1-27-83, 88-

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

TABLE 88-1

Engineer Qualification Records and Project Control Files

R U L E	A	B	C	D
	If documents are or pertain to	consisting of	which are	then
5 *	Report of Architect- Engineer (A-E) con- tract awards	forms which list the A-E contracts awarded and the amounts paid.	used to determine which firms should be awarded A-E contracts.	hold for 3 years, destroy at start of fourth year.