

Wallace

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

LEAVE BLANK	
JOB NO.	NCI-AFU-83-41
DATE RECEIVED	12/8/82
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10.	
1-21-83 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

3. MINOR SUBDIVISION
Documentation Management HQ USAF

4. NAME OF PERSON WITH WHOM TO CONFER Mrs Grace T. Rowe	5. TEL. EXT. 694-3527
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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 4 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 DEC 1982	D. SIGNATURE OF AGENCY REPRESENTATIVE <i>[Signature]</i>	E. TITLE 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>FAMILY HOUSING CONSTRUCTION RECORDS (Table 90-2) (Applicable Air Force-wide)</p> <p>The purpose of this submission is to change disposition authorities for rules 1, 3, 4, 5 and 6. We have re-evaluated our requirement for the records in rules 1,5 and 6. We have determined that these records may be destroyed 20 years after the Air Force is relieved of accountability of the housing units. This should provide Air Force ample time to make trend analysis on the Family Housing Building Program, to settle all claims incident to change in accountability and answer congressional and other federal agency inquiries. The interest in these units is of long term duration.</p> <p>Rules 3 and 4 have been combined. The records may be destroyed after they have served their purpose. They are for reference purposes only and are not authorized for retirement to a federal records center. Reference to the records fluctuate with the base and general interest in the units.</p> <p>Rule 4 is Reserved.</p>	NN-170-33	

Mass data change sheet required. Copy of job sent to NAMA by RAW on 1/26/83. Copy to agency, 2-8-83; RR.

8 items

Request for Records Disposition Authority - Continuation

JOB NO.

PAGE OF

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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
	<p>Rule 5 has been revised. This rule covers the "as built" plans, drawings, and specifications at base level. ^{and "as new"} The disposition has been changed from ^{and "destroy when buildings are demolished"} retire as permanent to transfer to new owner when accountability changes or destroy when building is demolished. This retention will serve the need of the base/stations.</p> <p>[Amended by R. Ware per G. Rowe, 12/9/82]</p>		

TABLE 90-2

R U L E	A If documents are or pertain to	B consisting of	C which are	D then
1	AF housing construction	* construction and funding documents, such as invitations to bid, FHA-appraised statements, architect engineering contracts, contract specifications, change orders, reports of inspection, and related data which document the construction of housing projects administered by AF (see table 89-1 for housing projects administered by the Corps of Engineers)	*	*destroy 20 years after Air Force is relieved of accountability of the housing units,
2		construction sketches and preliminary plans		destroy on AF acceptance of the completed construction,
3		original tracings, blueprints and final plans ("as built" and "as now" plans and drawings)	*at HQ USAF/MAJCOMS and subordinate commands	*destroy when purpose has been served. (note)
4			Reserved. *	
5		[Amended by R. Ware per G. Rowe, 12/9/82]	* at base/stations	*transfer "plans and drawings" to new owner when accountability changes or destroy when building is demolished.

TABLE 90-2

R U L E	A If documents are or pertain to	B consisting of	C which are	D then
6		final reports executed on completion of construction	at HQ USAF and base/ stations	*destroy 20 years after Air Force is relieved of accountability of the housing units.
7		monthly reports on progress of housing construction projects		destroy when superseded,
8			at MAJCOMs and major subordinate commands	destroy after 6 months,
9		manufacturer's catalogs, trouble shooting instructions, maintenance instructions, parts lists, and related papers	not duplicates of other documents on file	destroy when purpose is served,

NOTE: Retirement to a federal records center is not authorized.