REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

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

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
James E. Dagwell

E. TITLE
Chief, Documentation Management
Directorate of Administration

7. ITEM NO.
(With Inclusive Dates or Retention Periods)

FAMILY HOUSING CONSTRUCTION RECORDS (Table 90-2) (Applicable Air Force-wide)

1

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.

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.

Rule 4 is Reserved.

Mass data change sheet required. Copy of job sent to NNAM by DMS on 1/26/83. Copy to agency 2-8-83.

STANDARD FORM 115
Revised April, 1975
Prescribed by General Services Administration
FPMR (41 CFR) 101-11.4
Rule 5 has been revised. This rule covers the "as built" plans, drawings, and specifications at base level. The disposition has been changed from 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.

[Amended by R. Wise per G. Rouse, 12/9/82]
<table>
<thead>
<tr>
<th>RULE</th>
<th>A</th>
<th>B</th>
<th>C</th>
<th>D</th>
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<tbody>
<tr>
<td>1</td>
<td>AF housing construction</td>
<td>*construction and funding documents, such as invitations to bid,</td>
<td>* destroyed 20 years after Air Force is relieved of accountability</td>
<td>*destroy 20 years after Air Force is relieved of accountability</td>
</tr>
<tr>
<td></td>
<td></td>
<td>FHA-appraised statements, architect engineering contracts, contract</td>
<td>of the housing units.</td>
<td>of the housing units.</td>
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<tr>
<td></td>
<td></td>
<td>specifications, change orders, reports of inspection, and related</td>
<td></td>
<td></td>
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<td></td>
<td></td>
<td>data which document the construction of housing projects administered by AF</td>
<td></td>
<td></td>
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<tr>
<td></td>
<td></td>
<td>(see table 89-1 for housing projects administered by the Corps of Engineers)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td></td>
<td>construction sketches and preliminary plans</td>
<td>destroyed on AF acceptance of the completed construction,</td>
<td>destroyed on AF acceptance of the completed construction,</td>
</tr>
<tr>
<td>3</td>
<td></td>
<td>original tracings, blueprints and final plans (&quot;as built&quot; and &quot;as now&quot; plans and drawings)</td>
<td>at HQ USAF/MAJCOMS and subordinate commands</td>
<td>at HQ USAF/MAJCOMS and subordinate commands</td>
</tr>
<tr>
<td>4</td>
<td></td>
<td>Reserved.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5</td>
<td></td>
<td>* reserved.</td>
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*Amended by E. Wise per G. Rowe, 12/9/82*
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<tr>
<td>6</td>
<td>If documents are consisting of 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.</td>
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<td>7</td>
<td>monthly reports on progress of housing construction projects destroy when superseded,</td>
<td></td>
<td></td>
<td></td>
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<td>8</td>
<td>at MAJCOMs and major subordinate commands destroy after 6 months,</td>
<td></td>
<td></td>
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<tr>
<td>9</td>
<td>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,</td>
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</tbody>
</table>

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