

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

LEAVE BLANK	
JOB NO.	NCL-AFU-83-50
DATE RECEIVED	12-27-82
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10.	
9-7-83 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

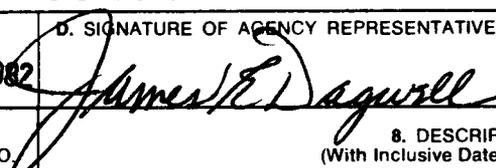
4. NAME OF PERSON WITH WHOM TO CONFER
Mrs. Grace T. Rowe

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 7 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 DEC 1982	D. SIGNATURE OF AGENCY REPRESENTATIVE 	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 align="center">ENVIRONMENTAL PLANNING (Table 19-1) (Applicable Air Force-wide)</p> <p>This submission updates the table and changes the subject. The disposition in <u>rule 2</u> is changed from retire as permanent to destroy after 5 years. The 5 year retention period will satisfy the administrative requirements for the reports.</p> <p><u>Rule 3.</u> Column D has been changed to destroy when no longer needed. These records have long term reference value after the project is completed.</p> <p><u>Rule 4.</u> Column C has been changed to show location of the records at HQ USAF. The disposition has been changed from permanent to destroy when no longer needed. The final environmental statement is furnished the Environmental Protection Agency (EPA). We understand that EPA retires these records as permanent, therefore, National Archives does not require a second copy of the Air Force statements. HQ USAF does require access to the drafts which are commented on by the public and the final statements which are revised to incorporate the public comment recommendations whenever possible. The</p> <p><i>Mass data change report required. Copies of job sent to</i></p>	NN-172-211	18 items

115-107
*agency + NNA by RAW, 9-8-83,
 All FRC's sent 9-20-83 by DMW.*

Request for Records Disposition Authority—Continuation		JOB NO.	PAGE OF 2 6
7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	<p>Directorate of Engineering and Services keeps a copy of each statement made Air Force-wide. They number approximately 140 statements. They are a slow growth record. They are needed for long term retention and are used for research and trend analysis. They will not be placed in the federal records center system.</p> <p><u>Rule 5.</u> Column C has been changed to show that records are kept at MAJCOMs and bases. These records are also needed for long term retention as are those in rule 4. The volume is small. It is estimated that the MAJCOMs may have about 10 statements each. These records will not be entered into the federal records center system.</p> <p><u>Rule 5.1</u> is added as a new rule to cover the Environmental Protection Committee meeting minutes. They can be destroyed after 2 years.</p> <p><u>Rule 5.2</u> is added as a new rule to cover Environmental Pollutant Control Report, Environmental Management-By-Objectives or Trash and Waste Recycling Proceeds reports. These are semiannual reports on status of Air Force environmental protection actions required by Office Secretary of Defense. The reports may be destroyed after 2 years.</p> <p><u>Rule 8.</u> Column A and B have been reworked to bring the terminology up-to-date.</p> <p><u>Rule 10.1</u> has been added to cover official notices of environmental violations received from regulatory agencies. They may be destroyed 2 years after compliance has been achieved.</p> <p><u>Rule 15</u> has been added to cover the operation and maintenance of solid waste disposal facilities (landfill operations). This documentation consists of correspondence and written narratives that identify the location and contents (if known) of on-base landfill areas. Since it is not possible to always know what pollutants or contaminants are placed in the waste collections, all records on landfill operations are considered within the purview of governing federal, state or local environmental regulations. The documents are needed for long-term retention and will be frequently used at bases to meet the requirements of US and state environmental legislation. The disposition required is to destroy 50 years after enactment of governing federal,</p> <p>[Deleted by R. Wire per G. Rowe, 7/21/83]</p>		

Request for Records Disposition Authority - Continuation

JOB NO.

PAGE OF

3 6

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	<p>state, or local environmental regulations or 50 after years after the date of the record, whichever is later or sooner with EPA authorization, or they may be held later, if the Administrator of USEPA or the installation commander determines it necessary to protect the public health and welfare. The bases/stations will notify HQ USAF/DAD(S) if the EPA Administrator, the local EPA regional Administrator or the installation commander determines that the records need to be held longer than the established retention period. HQ USAF/DAD(S) will request extension of retention period from NARS.</p> <p>Notes 3, 4 and 5 have been added.</p> <p>[Deleted and amended by R. Wirtz per G. Rowe, 7/21/83]</p>		

115-203

Four copies, including original, to be submitted to the National Archives

STANDARD FORM 115-A
Revised July 1974
Prescribed by General Services
Administration
FPMR (41 CFR) 101-11.4

19. Environmental Planning.* This table covers documentation pertaining to policies, procedures, responsibilities for implementing national environmental standards such as pollution abatement, air pollution control, environmental plans, programs and projects for land and facilities, the historic sites program and related information.

TABLE 19-1. ENVIRONMENTAL PLANNING *

R U L E	A	B	C	D
	If documents are or pertain to	consisting of	which are	then
1	pollution incident report or operations event/incident report	telegraphic details of the incident	at HQ USAF and MAJCOMs	destroy after 1 year (exception: selected reports may be retained for reference file or until when no longer needed. as determined by officer in charge). <i>Amended by R.V. per G.R., 7-28-83</i>
2			at installations	
3	environmental assessments	project description, discussion of environmental impact of the project and related papers	at MAJCOMs and bases	*destroy when no longer needed (note 5) .
4	draft or final environmental statement or overseas environmental studies	detailed project description and discussion of environmental impact of the project and related papers	*at HQ USAF	
5			*at MAJCOM and bases	
5.1 *	Environmental Protection Committee Meeting Minutes	minutes of meeting		destroy after 2 years.
5.2 *	Environmental Pollutant Control Report, Environmental Management-By-Objectives, or Trash and Waste Recycling Proceeds Report	data submission		

TABLE 19-1. ENVIRONMENTAL PLANNING (CONT'D.)

R U L E	A If documents are or pertain to	B consisting of	C which are	D then
6	National Pollutant Discharge Elimination System (NPDES) applications/permits	wastewater discharge applications and permits	at base/stations	destroy when superseded or obsolete (note 1).
7			at MAJCOMs	destroy when superseded or obsolete.
8	*pollutant analysis reports (note 2)	*records and information resulting from monitoring activities, including those required by NPDES permits; including all records of analysis performed, and calibration and maintenance of instrumentation and recordings from continuous monitoring instrumentation	at bases	destroy after 3 years.
9			at USAF Occupational Environmental Health Laboratory (USAF OEHL)	destroy after 10 years.
10	violations of environmental standards.	reports of violations and actions taken, including programming actions and operational modifications	at bases	destroy 3 years after the last action taken to correct the violation.
10.1 *	notice of violations	official notices from regulatory agencies		destroy 2 years after compliance has been achieved.

TABLE 19-1, ENVIRONMENTAL PLANNING (CONT'D)

R U L E	A If documents are or pertain to	B consisting of	C which are	D then
11	sampling point master record		at installation bio-environmental engineering activities	destroy when installation closes or AF is relieved of accountability.
12	emission inventory	inventory report, tables, monitoring reports, Prevention of Significant Deterioration (PSD) survey results, and related correspondence and reports		destroy when updated inventory is prepared.
13	accumulation and disposition of recoverable and waste petroleum products	statistical summaries of quantities and methods of disposition	at MAJCOMs, installations, and the San Antonio Air Logistics Center	destroy 3 years after date of summary.
14	plan for recoverable and waste petroleum products	plans and supporting data.		destroy when obsolete, superseded or no longer needed for reference.
15 *	operation and maintenance of Solid Waste Disposal Facilities (landfill operations)	detailed facility description, correspondence, and related documents	bases/stations [Amended by R. Wise per G. Rowe, 6/15/83]	after (notes 3 and 4). destroy 50 years after enactment of governing federal, state, or local environmental regulations, or after the date of the record, whichever is later or sooner with US Environmental Protection Agency (USEPA) authorization; or they may be held later, if the Administrator of the USEPA, or the installation commander determines it necessary.

TABLE 19-1 Environmental Planning (cont'd)

R U L E	A	B	C	D
	If documents are or pertain to	consisting of	which are	then
<p>NOTES:</p> <ol style="list-style-type: none"> 1. When Air Force is relieved of accountability or when the AF installation no longer discharges pollutants, retain the last NPDES application/permit for 10 years, then destroy. If a longer retention period is required, submit a request for extension to HQ USAF/DAQD(S). 2. See table 161-5 for drinking water analyses. 3. Landfill operations (Solid Waste Disposal Facilities) must be identified on master plans, real property facility record, etc. (See table 87-5, Real Property Accountable Documentation and table 88-3, Air Base Planning Records.) 4. Destroy 50 years from the date of the establishment of the documentation or 50 years after the enactment of Public Law 96-510, 11 December 1980, whichever is later (Section 103, P.L. 96-510). If the Administrator of the Environmental Protection Agency (EPA), the EPA regional administrator, the state or local environmental officials or the installation commander require a longer retention period for the protection of the public health or welfare, submit a request to HQ USAF/DAQD(S) for approval of the revised retention period. 				

[Replacement page sent to R. Wire by G. Rowe, 6/15/83.]