

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

LEAVE BLANK

JOB NO
NCI-AFD-83-48

DATE RECEIVED
3/8/83

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the disposal request including amendments is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10

[June 26, 1984]
June 26, 84 Date *Robert M. Wall* 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

4 NAME OF PERSON WITH WHOM TO CONFER
Mr. Dennis Shuell

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 3 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
28 FEB 1983

D SIGNATURE OF AGENCY REPRESENTATIVE
Mark H. Coon

E TITLE
MARK H. COON, Major, USAF
Acting Chief, Documentation Mgmt
Directorate of Administration

7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10. ACTION TAKEN
	<p>Museum Program Records (Table 210-2) (Applicable Air Force-wide)</p> <p>The purpose of this submission is to establish disposition standards for rules 1, 3 and 4 of table 210-2.</p> <p>Request rule 1, covering documents pertaining to authorizations to establish Air Force Museums, be appraised as permanent.</p> <p>These documents reflect formal policy, organization, administrative structure, and funding of Air Force Museums. In addition, the records describe how the museum reflects the history of the Air Force. The documents are filed by geographical location. There are about 10 cubic feet with an annual accumulation of less than one cubic foot. There are none in the Federal Records Center system.</p> <p>Request the disposition standard for rule 3 be changed from "permanent" to "destroy 20 years after museum is closed, all legal settlements have been reached and historical contents distributed."</p> <p><i>(NCD84-115)</i> <i>MISS data change sheet attached to NCD transmittal of job to ERC's.</i></p>		<p>Rule 3: Disposition Not Approved</p> <p>3 items</p>

Copy of job sent to agency, NNB, NNI, and NNM by RAW on 7-17-84.

All ERC's sent 8-30-84 by DMW.

Request for Records Disposition Authority - Continuation

JOB NO
NCJ-AFU-83-78

PAGE OF **3**
2

7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10 ACTION TAKEN
	<p>These records are used to keep track of historical property in the AF inventory.</p> <p>Rule 4 should be changed to read; "destroy 20 years after property leaves AF inventory, and all legal settlements have been finalized."</p> <p>These are records on donated property and should be maintained for the life of the property. When a museum is closed (usually only on deactivation of the base). The property is forwarded to the main museum at Wright-Patterson AFB for redistribution to another museum.</p> <p>These standards will meet the needs of the Air Force.</p> <p>Attached as a listing of AF museums.</p>		

TABLE 210-2

MUSEUM PROGRAM RECORDS

R U L E	A	B	C	D
	If documents are or pertain to	consisting of	which are	then
Item 1	general authority	basic delegations of authority to establish museums, develop policies, procedures and methods to maintain and promote its assigned mission; and conduct all phases of the AF Museum program.	at HQ USAF	retire as permanent.(note).
Item 2	historical and operation records	correspondence, monographs, studies, reports and photographs which are a comprehensive collection of historical program records data in support of management, operation, and administration of museums and their predecessors		destroy 20 years after museum is closed, all legal settlements have been reached and historical contents distributed. (Exception: Monographs will be sent to the Albert F. Simpson Historical Center) Disposition Not Approved
Item 3 (index item)	historical property	proffers of gifts; acceptance letters; item record cards; loan, disposal, and transfer vouchers; directly related correspondence, and other documents evidencing the establishment and relief of property responsibility, which are the only authorized record of museum historical property, inventory		destroy 20 years after property leaves AF inventory, and all legal settlements have been finalized.
<p>Note: Offer to the National Archives in 5 year blocks when the most recent records pertain to museums that have been closed for 5 years. [R. Wire per D. Shuell, 6/14/83]</p>				

[P. 3 of 3]