

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

Wallace

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

5. TEL. EXT.

Mrs. Grace T. Rowe

694-3527

LEAVE BLANK	
JOB NO.	NCI-AFU-83-85
DATE RECEIVED	3/22/83
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10.	
3-28-83 Date	<i>Robert M. King</i> Archivist of the United States

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 5 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 14 MAR 1983	D. SIGNATURE OF AGENCY REPRESENTATIVE <i>Mark H. Coon</i>	E. TITLE MARK H. COON, Major, USAF Acting Chief, Documentation Mgmt 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">CIVIL ENGINEERING RESOURCES AND WORK FORCE MANAGEMENT (Table 85-4) (Applicable Air Force-wide)</p> <p>Table 85-4 is a new table. It supersedes tables 91-1 and 91-6. The documentation created as described in table 91-1 and 91-6 is now prescribed by AFR 85-1, Resources and Work Force Management, therefore, a series table change is required. Conversion table for these changes is attached for your information. Dispositions in rules 1-5 (from table 91-1) have not changed. Rule 5, column A, has been reworded to update terminology.</p> <p>Rule 6 (rule 1 from table 91-6) disposition has not changed. Rule 7 (rule 2 from table 91-6) disposition has changed from destroy after 2 years to destroy 2 years after work completed. Due to limited funding and other problems some jobs cannot be completed within the 2 year period. The work orders are needed for 2 years after job is completed. This had been the intent in the rule before. Revision clarifies the disposition.</p> <p>In rule 8, work schedules, multiple shop schedules and job order schedules have been taken from rule 4, table 91-6 and placed with the job order logs and service call</p>	<p>VN-170-135 VN-170-33</p>	<p><i>11 items</i></p>

115-107 *Mass data change sheet required.*
Copy to agency, 3-31-83, 88.

Request for Records Disposition Authority— Continuation

JOB NO.

PAGE OF

2 5

7.
ITEM NO.

8. DESCRIPTION OF ITEM
(With Inclusive Dates or Retention Periods)

9.
SAMPLE OR
JOB NO.

10.
ACTION TAKEN

log. This gives the retention period of one year which is consistent with the retention period of other source documents and permits adequate management trail for summary information to source documents. Rule 9, part of rule 4 from 91-6 has been added as rule 9 and may be destroyed after 60 days or when no longer needed, whichever is later. Rule 10 covers portions of rule 4 of table 91-6 and may be destroyed after 6 months. Rule 11 is the former rule 5 from table 91-6. Disposition has not changed.

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

TABLE 85-4 CIVIL ENGINEERING RESOURCES AND WORK FORCE MANAGEMENT

R U L E	A	B	C	D
	If documents are or pertain to	consisting of	which are	then
1	BCE brochures	pertinent data concerning an air base, its organization, and function which serves as reference in management, planning, programming, and as a guide for visitors when appropriate		see table 5-1.
2	maintenance, inspection and progress reports	reports of maintenance and repair activity on buildings, pavements, grounds, and utility systems, with related papers	at HQ USAF/MAJCOMs/SOAs and subordinate commands	destroy after 2 years.
3			at bases/stations	destroy on completion of subsequent inspection or test.
4			reports of deficiencies noted	destroy when deficiencies are corrected.
5	recurring work programs	forms of maintenance action sheets, equipment maintenance records, and master equipment records used to promote effective control and direction for the program		destroy when superseded, or when equipment is deleted from real property account, and/or when need has been superseded by automation.
6	facility folders	forms, such as condition survey series (as appropriate), work orders, work requests, project lists, job orders (completed), with disposal plans, and exceptions to criteria and/or waivers ^{which} are kept in an active status by summarizing data to consolidate file		destroy when recorded data is transcribed for file in summary form, or on inactivation of installation and transfer to the support base civil engineer responsible. (Exception: If a facility is abandoned, demolished, sold, or salvaged, destroy when accountability is dropped from real property account.)

10-284.3

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TABLE 85-4

R U L E	A	B	C	D
	If documents are or pertain to	consisting of	which are	then
7	work control	construction permits, work orders, work requests, material cost transfers, materials and equipment lists at bases/stations		destroy 2 years after work completion.
8		service call log, job orders, job order logs, work schedules, multiple shop job schedules, job order schedules.		destroy after 1 year.
9		schedule reports		destroy after 60 days, or when no longer needed whichever is later (note)
10		work center bench stock availability reports, materials support evaluations		destroy after 6 months.
11		recurring work lists, collection work order number lists, work authorization lists		destroy when superseded.

NOTE: Not authorized for retirement to a federal records center.

10-284.4

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Conversion Table for Tables 91-1, and 91-6 to Table 85-4

Table 91-1 Rules

- 1
- 2
- 3
- 4
- 5 (Column A reworded)
(Rules 6 and 7 already
transferred to table 91-3)

Table 85-4 Rules

- 1
- 2
- 3
- 4
- 5

Table 91-6

- 1
- 2
- 3
- 4 work schedules, multiple job
schedules, job order schedules
- 4 scheduled reports
- 4 work center bench stock,
availability reports, materials
support evaluations
- 5

- 6
- 7
- 8
- 8
- 9
- 10
- 11