

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

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JOB NO. NCI-AFU-85-28
 DATE RECEIVED 6-3-85
 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disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10. If no records are proposed for disposal, the signature of the Archivist is not required.
 DATE 7-28-86 ARCHIVIST OF THE UNITED STATES James H. Burke

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
 Records Management Branch
 4. NAME OF PERSON WITH WHOM TO CONFER
 Grace T. Rowe
 5. TELEPHONE EXT.
 694-3494
 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 2 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified; and that written concurrence from the General Accounting Office, if required under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies, is attached.

A. GAO concurrence: is attached; or is unnecessary.

B. DATE 23 MAY 1985 C. SIGNATURE OF AGENCY REPRESENTATIVE Grace T. Rowe D. TITLE GRACE T. ROWE
Records Management Branch

7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARS USE ONLY)
	Real Property Inventory (Table 87-2) (Applicable Air Force-wide)		
Item 1	Delete "machine listings, EAM cards, EDP Tapes" in column B of rule 2. Add rule 2.1 to cover the magnetic tape for the AF inventory of real property. These tapes are used for research and may be erased after 5 years. This retention will be sufficient to meet AF administrative requirements.	NCI-AFU-83-36	
Item 2	^{4.2} Rule 4.2 is reserved. We do not feel we need a separate rule for off-base installations. The MAJCOM is required to keep all USAF characteristic reports for all of their installations and rule 4.1 disposition instructions apply.		
Item 3	Rule 5. We have reviewed rule 5 and feel the exception listed in column D is not necessary. A copy of this report is included in the inventory which will go to the National Archives, therefore, another is unnecessary. We are adding a note to rule 5 in column D to see table 87-5, if base is inactivated or transferred. The requirements in rule 5 of table 87-5 are sufficient and applicable for the base inventory reports.		
Item 4	Rule 6 is reserved. Disposition of information copies of reports, etc are already covered in table 11-1, rule 15.		

4 items

TABLE 87-2 Real Property Inventory

R U L E	A	B	C	D
	If documents are or pertain to	consisting of	which are	then
*2.1	Air Force inventory of real property	magnetic tape of the Air Force inventory of real property	at HQ USAF	erase after 5 years.
*4.2		RESERVED (incorporate into rule 4.1)		
*5		retained inventory reports other than those in rule 4 and related supporting data	at bases/stations	destroy when superseded, obsolete, or after 1 year, whichever is sooner. (Note: See Table 87-5 if base is inactivated or transferred)
*6		RESERVED		