

Request for Records Disposition Authority

Records Schedule Number DAA-AFU-2016-0001

Schedule Status Approved

Agency or Establishment Department of the Air Force

Record Group / Scheduling Group Air Force Undifferentiated

Records Schedule applies to Agency-wide

Schedule Subject Base and Installation Planning, Development, and Operation Files, primarily 1942 - 1946

Internal agency concurrences will be provided No

Background Information This schedule provides one-time disposition authority for a collection of World War II era Air Force records not covered by the General Records Schedules (GRS). (Current disposition authorities do not readily lend themselves to retroactive application.) The records are stored under Record Group 342 at the National Personnel Records Center, Military Personnel Records (NPRC-MPR). This schedule cannot be used to provide continuing disposition authority for Air Force records not listed in this schedule. The ca. 1,377 c.f. of Base and Installation Planning, Development, and Operation Files covered by this schedule primarily date from 1942 to 1946. The records are organized alphabetically by base or installation and thereunder according to the War Department Decimal Classification System.

The textual documents are the foundation of the collection, but interfiled with them are significant volumes of maps, charts, technical drawings, and photographs. No accumulations of film or electronic records were discovered among the transfers reviewed or sampled. The majority of the collection falls in the 600 decimal series.

Because of the seminal period these records chronicle, their potential archival value is greatly enhanced. It should be noted that many of the Base and Installation Planning, Development, and Operation files possess enduring legal value for the agency in its efforts to carry out Department of Defense (DoD) mandated installation restoration programs and to defend the government in actions brought against the Air Force for environmental pollution.

Types of records in this series include:

- Installation Development Records

- Sanitary Report Records
- Camp, Company & Post Exchanges and Commissaries
- Real Property Accounting Records
- Management Planning Records
- Military Training Records
- Death and Interment Records
- Statistical Health Tables and Chart Records

Note: Due to the arrangement of the collection, retention decisions can best be made at the decimal level. Note that some decimals ordinarily appropriate for disposal are designated as permanent, to aid in the NPRC's reconstruction efforts on military personnel files. Screening (separation) of the permanent decimals from the temporary decimals is being carried out by staff of the National Archives -- St. Louis, starting in 2016.

This schedule covers 527 transfers (1,373 c.f.) at the NPRC. This schedule also covers 4 cubic feet of loose documents at NPRC that are not contained in a transfer; these are records of the same type and time period as in the transfers covered by this schedule.

Of this total of 1,377 c.f. of records, approximately 500 c.f. are records that are filed according to decimals designated as permanent and that are covered by item 0001 of this schedule. The remaining approximately 877 c.f. are records that are filed according to decimals designated as temporary and that are covered by item 0002 of this schedule.

Listed below are the Federal Records Center (FRC) transfer numbers for the 527 transfers mentioned above, as well as the cubic footage of each transfer.

342-43A-3005 1
342-43A-5000 2
342-44A-3012 1
342-44A-6005 AAC 1
342-44B-6005 1
342-45A-3033 1
342-45A-4015 1
342-45B-3034 1
342-45D-6027 1
342-45E-6027 16
342-45F-6027 1
342-46A-3004 2
342-46A-3004 AAC 4
342-46A-3006 2

342-46A-3007 3
342-46A-3008 3
342-46A-3009 4
342-46A-3010 AAC 2
342-46A-3035 1
342-46A-3072 1
342-46A-3073 1
342-46A-3074 1
342-46A-3075 1
342-46A-3076 1
342-46A-3077 1
342-46A-3078 1
342-46A-3079 1
342-46A-3080 1
342-46A-3081 1
342-46A-3158 1
342-46A-4022 1
342-46A-4023 1
342-46A-4024 1
342-46A-4025 1
342-46A-4052 1
342-46A-4053 1
342-46A-4056 1
342-46A-4057 1
342-46A-4066 1
342-46A-4068 1
342-46A-4071 1
342-46A-4072 4
342-46A-4166 1
342-46A-5071 1
342-46A-5072 4
342-46A-5074 1
342-46A-5077 1
342-46A-5077 1
342-46A-6014 AAC 1
342-46A-6037 1
342-46A-6047 1
342-46A-6048 1
342-46A-6049 1
342-46B-3007 1
342-46B-3034 1
342-46B-3035 1
342-46B-3035 1
342-46B-4074 1
342-46B-6017 4
342-46C-4074 1

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342-47A-3006 AAC 5
342-47A-3007 AAC 2
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342-47A-3063 AAC 1
342-47A-3064 AAC 1
342-47A-3065 AAC 1
342-47A-3071 1
342-47A-3149 1
342-47A-3150 1
342-47A-3151 1
342-47A-3152 1
342-47A-3154 1
342-47A-4010 3
342-47A-4013 2
342-47A-4015 1
342-47A-4069 1
342-47A-4071 1
342-47A-4072 2
342-47A-4145 1
342-47A-4146 1
342-47A-4192 2
342-47A-4194 1
342-47A-4195 1
342-47A-4196 1
342-47A-4197 1
342-47A-4198 1
342-47A-4199 1
342-47A-4200 1
342-47A-4202 1
342-47A-4206 1
342-47A-4208 1
342-47A-4209 1
342-47A-4210 1
342-47A-4211 1
342-47A-4212 1
342-47A-4215 1
342-47A-4219 1
342-47A-4220 3
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342-47A-4227 1
342-47A-4497 1
342-47A-4503 1
342-47A-5046 AAC 1

342-47A-5047 AAC 2
342-47A-5049 2
342-47A-5049 AAC 2
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342-47A-5093 1
342-47A-5094 6
342-47A-5414 1
342-47A-5415 1
342-47A-5416 1
342-47A-5417 1
342-47A-5422 1
342-47A-5423 1
342-47A-5424 1
342-47A-5425 1
342-47A-5427 1
342-47A-5428 1
342-47A-5430 1
342-47A-5432 1
342-47A-6013 1
342-47A-6014 1
342-47A-6070 1
342-47A-6099 3
342-47A-6103 AAC 1
342-47A-6104 1
342-47A-6105 1
342-47A-6109 AAC 1
342-47A-6110 AAC 4
342-47A-6111 AAC 1
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342-47A-6129 1
342-47A-6130 1
342-47A-6137 1
342-47A-6140 1
342-47A-6141 5
342-47A-6508 1
342-47A-6526 1
342-47B-3069 2
342-47B-4011 1
342-47B-4015 1
342-47B-4209 4
342-47B-4212 1
342-47B-4216 1
342-47B-5414 1
342-47B-6108 3
342-47B-6108 3
342-47B-6110 AAC 1

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342-47C-4015 1
342-47C-6115 1
342-47C-6141 1
342-47D-4006 1
342-47D-6115 3
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342-47E-6115 1
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342-48A-3045 AAC 2
342-48A-3070 2
342-48A-3071 1
342-48A-3072 2
342-48A-3073 1
342-48A-3109 1
342-48A-3110 1
342-48A-3111 1
342-48A-4055 1
342-48A-4056 1
342-48A-4119 1
342-48A-4120 2
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342-48A-4122 1
342-48A-4126 1
342-48A-4127 1
342-48A-4128 5
342-48A-4131 1
342-48A-4132 1
342-48A-4133 1
342-48A-4135 1
342-48A-4137 1
342-48A-4138 3
342-48A-4139 1
342-48A-4141 1
342-48A-5038 AAC 1
342-48A-5039 ACC 1
342-48A-5040 AAC 1
342-48A-5041 AAC 1
342-48A-5042 AAC 1
342-48A-5043 AAC 1
342-48A-5044 AAC 6
342-48A-5045 AAC 6
342-48A-5046 AAC 1
342-48A-5047 AAC 2

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342-48A-5452 1
342-48A-5453 1
342-48A-5456 1
342-48A-6018 1
342-48A-6019 7
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342-48A-6065 1
342-48A-6068 1
342-48A-6069 1
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342-48A-6072 AAC 1
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342-48A-6076 AAC 1
342-48A-6077 AAC 1
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342-48A-6079 AAC 2
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342-48A-6082 AAC 1
342-48A-6084 AAC 1
342-48A-6101 1
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342-48B-4141 2
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342-48B-6022 AAC 1
342-48B-6072 AAC 3
342-48B-6073 AAC 1
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342-48B-6076 AAC 1
342-48B-6077 AAC 1
342-48B-6082 AAC 1
342-48B-6084 AAC 19
342-48B-6086 1
342-48B-6087 1
342-48B-6101 1
342-48C-3072 2

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342-48C-6019 1
342-48C-6072 1
342-48C-6086 5
342-48C-6087 1
342-48D-4006 3
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342-48H-6087 4
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342-48O-6026 AAC 4
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342-50A-5018 8
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342-50A-5061 1
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342-50J-4002 32
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342-51A-6161 1
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342-53B-5067 1
342-53B-5068 1
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342-54A-6027 AAC 2
342-54A-6070 1
342-54A-6071 3
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342-55C-3006 1
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342-55D-3007 4
342-55D-4099 1
342-55E-4099 7
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342-57A-3015 1

342-57A-3016 2
342-57A-3018 24
342-57B-3007 13
342-57C-3009 1
342-57D-3009 8
342-57H-3001 AAC 23
342-57I-3001 AAC 1
342-57M-3001 AAC 1
342-57S-3001 AAC 1
342-58A-6069 1
342-58A-6091 1
342-58A-6149 1
342-58A-6262 1
342-58B-0799 3
342-58B-3068 1
342-58B-6069 22
342-58B-6286 1
342-58G-3021 2
342-58H-3021 1
342-58R-6090 2
342-58S-6090 1
342-59A-0031 7
342-59A-0046 6
342-59A-3195 9
342-59A-3198 1
342-59A-3204 1
342-59B-3195 5
342-59B-3196 1
342-59B-3200 2
342-61A-4112 1
342-61A-6015 1
342-61A-6016 1
342-61E 0287 9
342-62A-6040 1
342-62A-6100 1
342-62E-6019 1
342-63B-1851 2
342-63C-0830 1
342-63F-6017 1
342-64A-3090 6
342-64A-4055 9
342-64B-3090 1
342-66A-4208 1
342-66J-1295 2
342-67A-0888 21
342-67A-0940 4

342-68A-4245 1
342-68A-6019 2
342-68B-6019 5
342-68C-4244 1
342-68C-6019 1
342-68E-6019 1
342-68F-6019 2

Total:
527 Transfers, 1,373 c.f.

(Overall total is 1,377 c.f., including 4 c.f. of loose documents.)

Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
2	1	1	0

GAO Approval

Outline of Records Schedule Items for DAA-AFU-2016-0001

Sequence Number	
1	Base and Installation Planning, Development, and Operation Files, primarily 1942 - 1946
1.1	War Department Decimal Classifications for Permanent Records Disposition Authority Number: DAA-AFU-2016-0001-0001
1.2	War Department Decimal Classifications for Temporary Records Disposition Authority Number: DAA-AFU-2016-0001-0002

Records Schedule Items

Sequence Number	
1	Base and Installation Planning, Development, and Operation Files, primarily 1942 - 1946
1.1	War Department Decimal Classifications for Permanent Records Disposition Authority Number DAA-AFU-2016-0001-0001 Files are organized alphabetically by base or installation and thereunder according to the War Department Decimal Classification System. Listed below are the Decimal Classifications covering the files that are permanent and included in this item. (A more easily readable copy of the below list is attached to this schedule.) 061.03—Charts, Maps, Photographs. 141—Property (Excess and Surplus). 200.6*—Rewards, Badges, Decorations & Citations. 250.413--Records of Trials by Special Courts Martial. 300.4*—Special Orders. 314.6*—Death and Interment Records. 319.1*—Roster and Changes, Student Academic Reports. 320.3—Functional Charts. 322—Organizations and Tactical Units. 330.32*—Roster of Students. 333.5—Reports of Investigation Officers; Military Control Aircraft Accidents Disappearance of Airmen. 333.6—Inspection of Buildings. 351.23*—Graduation Lists Final Grades Academic Reports Ratings. 353.4—Gunnery Training and Practice. 370.5—Movement of Troops. 380—National Defense. 381—Alert Plans, Mobilization Plans. 600.03—Location, New Air Bases. 600.05—Name or Designation. 600.1—Construction and Installation. 600.12—Projects & Programs; Construction Policies. 600.13—Plans & Specifications. 600.911—Historical Record of Buildings; Historical Data Reports. 600.914—Reports, Storage Space, Utilization and Progress of Work; Post Construction Reports. 600.92—Blueprints. 600.921—Building and Grounds. 600.922—Photos. 600.93—Acreages, Boundaries & Surveys. 600.932—Buildings and Grounds Surveys. 601—Acquisition of Real Property or Land and Ownership. 601.1—By Purchase. 601.11—Inspection Reports. 601.4—Transfer of Ordnance Storage Buildings; Transfer of Motor Repair Shop; Oil Storage House; Post Headquarters Buildings. 601.5—By License and Permit. 601.53—Leases. 601.6—Leases and Contracts. 602—Disposition of Real Property or Land. 602.01—Deeds, Titles. 614—Target Butts, Revetting Ranges. 633—Magazines and Storehouses. 634—Hangars; Bomb Shelters; Film Storage Vaults. 635—Factories, Shops and Laboratories. 652—Proving Grounds. 660.2—Radar Sites. 670.15—Gas, Fuel Storage. 670.17—Building and Structures. 671.1—Daily Water Operating Reports; Plants and Systems. 678—Gasoline and Oil Fueling. 679—Miscellaneous. 680—Establishment of Reservations. 680.2—Lands Acquired for Military Purposes; Admission of Visitors. 680.3—Use and Occupation. 680.4—Leases, Licenses and Permits. 680.41—Leases of Government Property to Others. 681—Depots. 682—Arsenals, Armories, Proving Grounds. 683—Forts. 684—Target and Bombing Ranges. 685—Camp, Cantonment, Maneuver Grounds and Camp Sites. 686—Army Air Bases and Aviation Fields. 686.9—Foreign Fields. 705*—Admission

to Hospital and Patients in Hospital. 720.22—Gasoline and Oil Withholding Trap. NOTE: Asterisk [*] identifies Decimal Classifications that could aid in the reconstruction effort at the National Personnel Records Center. On 12 July 1973 a fire at this facility destroyed about 18,000,000 records of Army, Army Air Corps and Air Force veterans. The records affected were those of veterans who were separated from the Army between 1 November 1912 and 1 January 1960. Additionally about 75% of the records of Air Force personnel with the surnames Hubbard through "Z" discharged between 25 September 1947 (establishment date of the Air Force) and 1 January 1964 were also destroyed.

Final Disposition Permanent

Item Status Active

Is this item media neutral? No

Explanation of limitation All the records are in paper or other analog formats.

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? No

Disposition Instruction

Transfer to the National Archives for Accessioning Transfer to the National Archives immediately after approval of this schedule and completion of screening.

Additional Information

First year of records accumulation 1942

End year of records accumulation 1946

What will be the date span of the initial transfer of records to the National Archives? From 1942 To 1946

How frequently will your agency transfer these records to the National Archives? Unknown
This will be a one-time transfer of records to the National Archives.

	Estimated Current Volume	Annual Accumulation
Electronic/Digital		
Paper	500 Cubic feet	
Microform		

Hardcopy or Analog Special Media		
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1.2

War Department Decimal Classifications for Temporary Records

Disposition Authority Number **DAA-AFU-2016-0001-0002**

Files are organized alphabetically by base or installation and thereunder according to the War Department Decimal Classification System. Listed below are the Decimal Classifications covering the files that are temporary and included in this item. (A more easily readable copy of the below list is attached to this schedule.)

000.5---Crimes and Subservice Activities. 120.1—Expenditure of Funds. 121.2—Request for Funds. 201.8—Birth Certificates. 250.451—Investigations of Charges. 300.15—Estimates and Requisitions. 311.3—Telephone Service. 319.1—Reports. 320.4—Management Planning Files, Manning Allotment Table, Report of Suballotment Table. 323—Geographical Divisions. 323.3—Ports of Embarkation. 331.3—Camp, Company & Post Exchanges and Commissaries. 333.5—Reports of Investigation Officers: Military Control Accountability Shortages in the Branch Exchange Loss of Weapons Exchange Robberies Gasoline Shortages Non-Payment of Salary Shortage at PX Warehouse. 334—Investigation of Damage by Fire Proceeding Board of Officers. 353.01—Ground School Training Schedules Courses and Instructions. 400—Supplies, Services and Equipment. 413.2—Fire Prevention Information on Bases Transferred to another Command. 413.51—Office Machines. 413.8—Field and Maintenance Construction. 463.9—Conservation of Fuel and Electricity. 523.06—Shipping Tickets. 537.5—Vehicle Accidents. 569.14—Accidents, Collisions or Damages. 580—Transportation by Air. 581.2—Supplies, Property and Equipment. 600.11—Contracts, Bids; Historical Data. 600.112—Complaints and Protests. 600.15—Estimates and Requisitions for Construction; Various Construction Projects. 600.17—Inspection and Supervision. 600.18—Operations, Care and Maintenance. 600.2—Equipping. 600.3—Preservation, Repair, Maintenance. 600.4—Alterations (Buildings), Changing, Enlarging, Relocating, Widening, etc. 600.45—Individual Project Estimate, Repairs & Utilities. 600.6—Demolishing, Wrecking. 600.8—Plumbing. 600.9—Misc. Data and Statistics Regarding Posts and Stations as Physical Geographical Entities; Station Data, Reports. 600.912—Conditions along Foreign Ferrying Routes. 600.913—Records and Reports of Fires. 600.915—Fuel Consumption. 600.94—Misc. Data and Descriptive Matter of Historical Data and Statement of Costs. 600.95—Tests of Soils. 600.96—Guarding and Protecting. 600.97—Damage and Destruction. 601.15—Defense Housing. 601.17—Sale of Hay Crop. 601.52—Runway Reference Lights. 602.2—Sales of Buildings. 602.3—Transfers of Buildings, Structures 610—Grounds, Drainage, Roads, Walks, Driveways. 611—Highways, Roads, Sidewalks, Gutters. 612—Soil Erosion. 615—Filling and Grading, Filling Old Cistern and Ponds. 616—Ditching, Draining and Excavating. 617—Railroads. 618.1—Drill Grounds. 618.2—Recreation, Play Grounds. 618.3—Ornamentation, Concealment and Camouflage. 618.34—Cultivation & Care

of Trees, Seeding, Sodding. 618.38—Grassing (Dust & Erosion Control). 619.4—Parking (cars, airplanes). 620—Barracks and Quarters. 621—Enlisted Men's Barracks. 624—Quarters for Civilians. 625—Officers' Housing. 626—Lavatory Buildings. 627—Detention Barracks, Guardhouses and Prisons. 628—Housing Accommodations for Transient Personnel. 629—WAC Housing. 630—Post Buildings. 631—Sentry House Buildings, Administration, Drill and Recreation Buildings. 632—Hospitals, Dental Offices. 633.8—Construction of Passenger and Freight Terminal. 636—Bakery, Laundry and Utility Buildings. 637—Miscellaneous Buildings. 638—Station Buildings. 653—Auto Scales, Culverts, Service Pits, Viaducts & Wagon Scales. 654—Arbors, Corrals, Fences, Gates. 658—Minor Structures. 665—Fire Stations. 670—Plants and Systems. 670.1—Grounds, Roads, Walks & Runways. 670.12—Water, Sewage, Sanitation. 670.14—Electrical Facilities. 670.16—Heating, Fuel. 671.2—Drainage, Purification & Sewage. 671.3—Fire Prevention. 673—Cooling, Ice and Refrigerating. 674—Heating. 675—Electric Lighting Systems. 676—Cable, Telegraph and Telephones. 676.1—Range (phone), Construction Drawings & Correspondence; Post Telephone Cable System. 676.2—Telegraph. 676.3—Blue Prints, Control Tower Installations; Radio and Wireless Systems, Radio Ranges. 676.5—Loud Speaker and Public Address. 680.42—Permission Granted to Individual. 680.421—Permission to Camp, Fish, Hunt. 680.46—Graves, Permission to Decorate. 680.5—Damage Government Property. 686.61—Aprons, Landing Mats, Landing Strips, Runways, Ramps. 686.62—Boundary and Runway Lights & Markers. 686.63—Air Traffic Control Towers. 687—Cemeteries, Fields of Honor. 700.2—Essays, Lectures, Researchers and Theaters. 701—Medical Attendance. 720.4—Quarantine. 721.5—Sanitary Reports. 725—Insects Disease-Bearing.

Final Disposition	Temporary
Item Status	Active
Is this item media neutral?	No
Explanation of limitation	All the records are in paper or other analog formats.
Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?	No
Disposition Instruction	
Retention Period	Destroy immediately after approval of this schedule and completion of screening.
Additional Information	
GAO Approval	Not Required

Agency Certification

I hereby certify that I am authorized to act for this agency in matters pertaining to the disposition of its records and that the records proposed for disposal in this schedule are not now needed for the business of the agency or will not be needed after the retention periods specified.

Signatory Information

Date	Action	By	Title	Organization
11/20/2015	Certify	Tommy Lee	Air Force Records Officer	AFU 0341 0461 0342 - AFU 0341 0461 0342
10/09/2020	Submit for Concurrence	Richard Noble	Senior Appraisal Archivist	National Archives and Records Administration - Records Management Services
10/30/2020	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
11/06/2020	Concur	Laurence Brewer	Chief Records Officer	National Records and Archives Administration - National Records and Archives Administration
11/09/2020	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist