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| REQUEST FOR RECORDS DISPOSITION AUTHORITY <i>(See Instructions on reverse)</i> | | LEAVE BLANK |
| | | JOB NO. <i>NI-AFU-87-32</i> |
| TO GENERAL SERVICES ADMINISTRATION NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408 | | DATE RECEIVED <i>7-23-87</i> |
| 1 FROM (Agency or establishment) DEPARTMENT OF THE AIR FORCE | | NOTIFICATION TO AGENCY |
| 2 MAJOR SUBDIVISION Directorate of Information Management and Administration | | In accordance with the provisions of 44 USC 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disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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. |
| 3 MINOR SUBDIVISION Records Management Branch | | |
| 4 NAME OF PERSON WITH WHOM TO CONFER Grace T. Rowe | 5. TELEPHONE EXT. 694-3527 | DATE <i>1/14/88</i> ARCHIVIST OF THE UNITED STATES <i>[Signature]</i> |
| 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 4 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 | C SIGNATURE OF AGENCY REPRESENTATIVE | D TITLE |
|--------------------|--------------------------------------|--|
| JUN 19 1987 | <i>Grace T Rowe</i> | GRACE T. ROWE, Records Management Branch Directorate of Info Mgt and Administration |

| 7 ITEM NO | 8 DESCRIPTION OF ITEM <i>(With Inclusive Dates or Retention Periods)</i> | 9 GRS OR SUPERSEDED JOB CITATION | 10 ACTION TAKEN <i>(NARS USE ONLY)</i> |
|-----------|---|----------------------------------|---|
| 1 | <p style="text-align: center;">MUSEUM PROGRAM RECORDS (Table 210-2) (Applicable Air Force-wide)</p> <p>1. This is a revision of table 210-2. The previous table should have included other offices than HQ USAF in Column C. In rule 1, we have changed Column C to Secretary of the Air Force, Public Affairs. This office is responsible for the overall museum program. We have also added the USAF Museum (USAFM) as having permanent records. They maintain additional significant historical material pertaining to the management of the museums that is valuable. The annual accumulation of records is small at present since the Air Force is not establishing any new museums. Files on hand at the USAFM are approximately 4 cubic feet and at SAF/PA about 10 cubic feet.</p> <p>2. Rule 1.1 covers general authority files kept at the major air and subordinate commands. These records have long term reference value even after the museums are closed.</p> <p>3. Rule 3 disposition is changed to destroy 20 years after the museum is inactivated and all claims are settled. Rule 3.1 covers the monographs, photo-graphs, and special studies. We consider these permanent records. These must be kept at the museums until inactivation. We do not agree with your suggestion that museum monographs be offered to NARA in 10 year blocks when the latest monograph is 10 years</p> | NCI-AFU-83-78 | <i>7</i> |

REQUEST FOR RECORDS DISPOSITION AUTHORITY - CONTINUATION

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|-----------------|--|---|--|
| | <p>old. (See your appraiser's comments on NCI-AFU-83-78). The monographs have continuing interest to the museum and must be retained until the museum is closed, then they are transferred to USAFM. If they do not need to retain, the records may be offered to NARA after the museum has been closed for 5 years. We were unable to ascertain the volume of these files. We believe the holdings are small.</p> <p>4. Rules 5 and 6 did not change. Rule 7 has been added to cover the Report of Historic Property. The USAFM will retain for 20 years for reference and trend analysis purposes. Other offices may destroy the report when it is 5 years old (rule 7.1).</p> | | |

TABLE 210-2

MUSEUM PROGRAM RECORDS

| RULE | A | B | C | D |
|--------|----------------------------------|---|--|--|
| | If the records are or pertain to | consisting of | which are | then |
| *1 | general authority | basic delegations of authority to establish museums, develop policies, procedures, and methods to maintain and promote its assigned mission; conduct all phases of the AF museum program | at HQ USAF and United States Air Force Museum (USAFM) <i>office, Secretary of the Air Force (SA USAF /AA)</i> | retire as permanent (See note). |
| *1.1 | | | at MAJCOM and subordinate commands | destroy 20 years after the museum is inactivated and historical property has been reassigned and all claims are settled. |
| *1.2 | | | at the museums | on inactivation transfer the records through the parent command to the USAFM where they will be retained and disposed of per rule 1.1. |
| 2 | liaison data | correspondence, photographs, brochures, and other types of printed matter used to reflect technical and non-technical assistance provided contemporaries of museums similarly engaged in the establishment and promotion of aeronautical history | <i>Per end ink change pursuant to conversation with Grace Rowe, 9-23-87</i> <i>Patton</i> | destroy when no longer needed. |
| 3 * | museum operation data | correspondence and related data in support of management operation and administration of museums and their predecessors | | destroy 20 years after museum is closed and all claims are settled. |

| | | | | |
|------|--|--|---|--|
| *3.1 | monographs, studies, photographs | record set of monographs, historical studies and photographs and other related historical data | at the USAFM and other museums | retire as permanent (See note). |
| *4 | historical property | proffers of gift; 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. |
| 5 | historical property source data | correspondence, photographs, brochures, and other types of printed matter which provide the basis to negotiate for historical objects of significance and importance to the exhibits program of museums | | transfer activated record to the historical property records (rule 4) files. |
| 6 | | | remaining documentation, other than rule 5 | destroy when no longer needed. |
| *7 | Report of USAF. Historic Property | record of all ^{historic} histories items of all types (RCS: SAF-PAC(A) 8001) in museums | at USAFM | destroy after 20 years. |
| *7.1 | | | at other than USAFM | destroy when 5 years old. |

*pen and ink change
pursuant to conversation
with Grace Rowe, 9-23-87*

NOTE: *Offer to the National Archives in 5 year blocks ^{copies} when the most recent records pertain to museums that have been closed for 5 years.