

REQUEST FOR RECORDS DISPOSITION AUTHORITY

(See Instructions on reverse)

TO NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR)
WASHINGTON, DC 20408

1 FROM (Agency or establishment)

DEPARTMENT OF THE AIR FORCE

2 MAJOR SUBDIVISION

Directorate of Information Management

3 MINOR SUBDIVISION

Policy Division, SAF/AAIA

4 NAME OF PERSON WITH WHOM TO CONFER 5 TELEPHONE

Mr. R. P. Dwyer

703-614-3494

LEAVE BLANK (NARA use only)

JOB NUMBER

N-APU-93-13

DATE RECEIVED

5-3-93

NOTIFICATION TO AGENCY

In accordance with the provisions of 44 U.S.C. 3301a the disposition request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10

DATE ARCHIVIST OF THE UNITED STATES

8/12/93

James T. Rowe

6 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 on the attached 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, under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies,



is not required;



is attached; or



has been requested.

DATE

APR 21 1993

SIGNATURE OF AGENCY REPRESENTATIVE

James T. Rowe

TITLE GRACE T. ROWE

Chief, Records Mgmt Policy Branch
Directorate of Information Mgmt

7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
	<p align="center">ONE-TIME AUTHORIZATION FOR EARLY DISPOSAL OF SHORT TERM TEMPORARY RECORDS DUE TO CLOSURE OF GRISSOM AIR FORCE BASE, INDIANA</p> <p>Request NARA approval allowing Grissom Air Force Base to destroy their temporary records listed in attachment 1, as requested by NARA per attachment 2. Attachment 1 is an extract of the base's submission, as 94% of its listed records were already designated by NARA in prior base closure actions as either eligible/not eligible for early destruction. Based on September 1994 base closure, these records created in 1993 are normally scheduled for destruction between Jan 1993-Jan 1997.</p>		

GRISSOM AIR FORCE BASE SHORT-TERM RECORDS

TABLE/RULE	DESCRIPTION	DISPOSITION
T4-6, R8	Customer Account Representatives (CARs) Designation Records at Publication Distribution Offices	2 Years
T15-1, R9	Internal Control Evaluation Actions	1 Year
T15-1, R13	Internal Control Program End-of Year Summary	1 Year
T30-3, R15	Casualty Reporting-Duplicate Record of Emergency Data (held by (Geophysically Separated Units (GSUs))	30 Days
T35-11, R8	AF Transition Program-Individual Applications for Attendance at the AF Skill Center	6 Months
T40-2, R25	Employee Separation from Installation Clearance Forms	3 Months
T40-2, R28	Defense Intelligence Career Program- Employee Registrations	2 Years WITHDRAWN
T40-3, R15.1	Student Employment-Reports Required Under E.O. 12015	3 Years WITHDRAWN
T40-7, R50	Non-Appropriated Fund (NAF) Employee Awards-Length of Service/Sick Leave Files	1 Year WITHDRAWN
T50-2, R23	Academic Records-Maintenance Training Standardization/Evaluation Points Computation Summaries	1 Year
T51-1, R1	Flying Training-Individual Student/Aircrew Records (not Regular Flying Records)	3 Months
T51-1, R2	Training Aids Usage Records	3 Months
T55-12, R1	Aircrew Management & Aircraft Ground Handling Actions Records	2 Months
T55-12, R9	Notices to Airman (NOTAM) Control Logs	15 days
T60-1, R3	Air Traffic Control (ATC)-Note Pads & Flight Progress Strips for Recording Weather Information	3 Months
T60-1, R15	ATC-Data Relates to Hazardous Air Traffic Reports (at Unit Level)	6 Months

T60-3, R24	Flight Operations-Navigator's Log Records Used for Navigation Proficiency	3 Months	
T60-3, R25	Flight Operations-Navigator's Log Used as a Navigation Mission Report	3 Months	
T64-2, R2	Aircraft Evacuation-Air Force Service Hurricane Evacuation Plan (Other than HQ 23AF)	3 Years	
T65-1, R4	Aerospace Vehicle Inventory, Status, and Utilization Reporting Computer Printouts	3 Months	
T66-1, R11	Materiel Deficiency Reporting (MDR)- Maintenance Procedures Developed at MAJCOMs and Major Subordinate Commands	2 Years	
T66-2, R6	Depot Maintenance-Precision Measurement Equipment/Mechanized Card System Records	3 Months	
T66-5, R3	Aircraft Maintenance-Aircraft Flight Reports	6 Months	
T66-8, R21.1	Equipment Maintenance-Original of Source Records Created for Equipment Status Reporting	3 Months	
T67-1, R2	Supply Management-Strategic Air Command (SAC) Supply System Management Forms	1 Year	
T67-2, R5	Asset Management and Control Records- Due In Statistical Transaction Listing	1 Year	
T67-3, R18	Supply Source-Verification Worksheet	3 Months	
T70-3, R7	Purchase Requests/Military Interdepartmental Purchase Requests (PRs/MIPRs) and Project Orders-Cancelled	3 Months	
T70-5, R28	Contract Performance-Tax Exemption Certificates	1 Year	WITHDRAWN
T74-1, R2	Acquisition Quality Assurance- Subcontracts and Related Data	6 Months	WITHDRAWN
T82-1, R2	Designating and Naming Defense Equipment-Requests and Approvals for MIL-STD-875 & MIL-STD-155 Equipment Items	2 Years	
T90-3, R15	On/Off Base Housing-Temporary Lodging Allowance (TLA) Entitlements Requests	1 Year	WITHDRAWN

T92-1, R10.1	Daily Fire Activities Voice Recorder Tapes	15 Days
T105-1, R19	Weather Radar Logs Produced by Other Stations	3 Months
T125-1, R14.2	Security Police Traffic Reports-Voided Violation Notices	3 Months
T140-2, R5	Prime Readiness in Base Services (PRIME RIBS)-Readiness Committee Meetings Minutes	2 Years
T177-16, R6	Automated Data Processing (ADP) Periodic Summary Tabulations	1 Month
T177-16, R7	ADP Monthly Summary Tabulations	1 Month
T177-32, R11	Joint Uniform Military Pay System (JUMPS)-JUMPS Miscellaneous Transaction Register	90 Days
T177-32, R30.2	JUMPS-Certification of Leave Number Blocks	1 Year WITHDRAWN
T205-1, R11	Information Security Control-Handcarrying Classified Material Briefing Statement	1 Year
T265-1, R2	Chaplain Activities-Program Planning and Administration (below HQ USAF)	2 Years
T700-8, R7	Information Processing Center (IPC) Operations-Journal Printout Records of Received Messages	1 Month
T700-10, R20	Switching Center Operations-Interlace/Suspected Interlace Case Files	1 Year
T700-11, R2	Radio Stations - Air/Ground or Point-to-Point Logs	1 Month
T700-16, R11	Communications-Computer Systems - Status Reports of Systems, Circuits and Equipment	2 Months
T700-22, R21	Film/Video Service Request Records	2 Years
T700-22, R29	Visual Information (VI) Production Reports (at Preparing Activities)	2 Years
T700-24, R1	VI Library Counter Requests (Carbon Copies)	1 Year

T700-24, R4	VI Library Material Requests- for Unclassified Productions	3 Months
T700-24, R5	VI Library Material Requests- for Classified Productions	1 Year