

**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

Admin Comm/Records Mgmt Division, SAF/AAIQ

4 NAME OF PERSON WITH WHOM TO CONFER

Mr. R. P. Dwyer

5 TELEPHONE

703-697-3491

**LEAVE BLANK (NARA use only)**

JOB NUMBER

N1-AFU.95.3

DATE RECEIVED

12.13.94

**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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10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 *for* ARCHIVIST OF THE UNITED STATES

3/29/95

*James H. 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 1 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

12 DEC 1994

SIGNATURE OF AGENCY REPRESENTATIVE

*Grace T Rowe*

TITLE

GRACE T. ROWE

Chief, Records Mgmt 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7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10.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>ONE-TIME AUTHORIZATION FOR EARLY DISPOSAL OF SHORT TERM TEMPORARY RECORDS DUE TO CLOSURE OF RAF CHICKSANDS, UNITED KINGDOM</p> <p>Request NARA approval allowing RAF Chicksands to destroy their temporary records listed in the attached. The attached is an extract of the base's submission, as 98% of its listed records were already designated by NARA in prior base closure actions as either eligible/not eligible for early destruction. Based on April 1995 base closure, these records created in 1995 are normally scheduled for destruction between Jan 1997-Jan 1998.</p> <p><i>Copies sent to Agency, NCF 3/20/95</i></p>		

## RAF CHICKSANDS SHORT-TERM RECORDS

TABLE/RULE	DESCRIPTION	DISPOSITION
T4-3, R7 1	Mail Covers - Approval/Request Letters from Investigative Agency	1 Year
T4-4, R8	Report of Irregular Handling of Mail (at Originating Stations)	1 Year
T90-1, R10	Essential Civilian Family Housing Records - Certificate of Need and Certificate Register	1 Year
T176-7, R3	Non Appropriated Fund (NAF) Recreational Membership Records - Control Registers	2 Years
T177-9, R5	Reports of Survey Case Files - Support Assessment of Financial Liability	1 Year
T190-1, R21	Public Affairs - Itineraries of Visits	1 Year
T215-7, R8	General Membership Club Information Report	1 Year
T700-5, R23	Communications-Computer Systems - System Tests (Disapproved Proposed System)	1 Year
T700-10, R24	Switching Center Operations - Tracer Action Case Files	1 Year
T700-10, R26	Switching Center Operations - Tributary Files	1 Year
T700-24, R21	Visual Information (VI) Library Services - Distribution and Control Records (End of Month Quarter Product)	1 Year
T700-24, R26	VI Library Services - Currency Review Reports (Returned to AF Central VI Library)	2 Years