

REQUEST FOR RECORDS DISPOSITION AUTHORITY <i>(See Instructions on reverse)</i>		LEAVE BLANK (NARA use only)	
TO NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408 1 FROM (Agency or establishment) DEPARTMENT OF THE AIR FORCE 2 MAJOR SUBDIVISION DIRECTORATE MISSION SYSTEMS 3 MINOR SUBDIVISION DCS/Communication and Information		JOB NUMBER	NI-AFU-97-9
		DATE RECEIVED	2-18-97
		NOTIFICATION TO AGENCY	
4 NAME OF PERSON WITH WHOM TO CONFER JESSICA L. SPENCER		5 TELEPHONE 703-695-4263	
		DATE	ARCHIVIST OF THE UNITED STATES WITHDRAWN

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 ___ 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	SIGNATURE OF AGENCY REPRESENTATIVE	TITLE
2/12/97	<i>For William E. Bray, Lt Col, USAF</i>	ROBERT E. CARR, COL, USAF Chief, Infrastructure Division

7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
①	<p>Request approval of the attached proposed disposition changes for:</p> <p>CIVIL ENGINEER RECORDS (AFMAN 37-139)</p> <p>Table 32-15, Rule 3 Table 32-16, Rules 1, 6, and 8 Table 32-17, Rule 2 Table 32-18, Rules 2.01 and 4 and 5</p> <p>Applicable Air Force-Wide</p>		<p>JOB WITHDRAWN 9-8-00 <i>Agnew</i></p>

The (*) asterisks indicate changes to the rule disposition.

TABLE 32-15				
ENGINEER QUALIFICATION RECORDS AND PROJECT CONTROL FILES				
	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
1	qualification files	brochures, pamphlets, assembled plans, drawings, work samples, correspondence, and other data reflecting on work required		destroy when superseded or obsolete AUTH N1-AFU-90-3
2		form reports, such as AF experience questionnaire, performance report, and related records		destroy on dissolution of the firm, or when AF is relieved of accountability for the installation, whichever is sooner (EXCEPTION hold performance reports when firms or firm members reassociate or reorganize) AUTH N1-AFU-90-3
3 ***	engineer project control files	plans, drawings, design data, specifications, construction justification, budget data, cost estimates, and related correspondence and forms, such as military construction line item data, and USAF construction program	used for monitoring and/or reporting on the development of new engineering and construction design principles, standards, and criteria, preparation and/or validation of installation concepts and requirements for weapons systems and special projects	destroy 1 year after final acceptance of the construction, inactivation of installation or facility, or when no longer needed, whichever is later WITHDRAWN
4		informational background data, work papers, etc		destroy when no longer needed, or 1 year after project authorization and funding approval and/or project cancellation or termination, whichever is later AUTH N1-AFU-90-3
5	Report of Architect-Engineer (A-E) contract awards	forms which list the A-E contracts awarded and the amounts paid and are used to determine which firms should be awarded A-E contracts		destroy after 3 years AUTH. N1-AFU-90-3

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TABLE 32-16		CIVIL ENGINEER DESIGN DATA		
	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
1 ***	design plans and policy	reports, studies, plans, drawings, and other related data used to develop and/or monitor A-E design policies, criteria, and standards for planning and development of construction, repairs, alterations, utilities, and other facilities and services	at HQ USAF	destroy after 1 year or when no longer needed, whichever is later. WITHDRAWN
2			at MAJCOMs and below	destroy after 2 years or when no longer needed, whichever is sooner. AUTH N1-AFU-90-3
3	design and construction deficiency reports	reports, related correspondence, and other pertinent data	at HQ USAF/ MAJCOMs/major subordinate commands	destroy when deficiency is corrected and existing criteria, definitive drawings, and outline specifications are revised AUTH N1-AFU-90-3
4	design and construction deficiency reports		at bases/stations	destroy when all legal, accounting, and contract requirements are met, or 2 years after correction of deficiency, whichever is later (Also see table 21-4) AUTH. N1-AFU-90-3
5	maps, plans, drawings, and photographs	copies of all layout maps, plans, drawings, and photographs of an installation and its installed property (these records are maintained in addition to the master planning records in table 32-17)		destroy when superseded, obsolete, or no longer needed AUTH N1-AFU-90-3
.6 ***	maps, plans, drawings, and photographs		at bases/stations until AF is relieved of accountability for the installation	destroy 75 years after recapture rights are retained by AF for the entire installation or for a portion of an installation, (i.e., maps, drawings, and photographs) WITHDRAWN
.7	maps, plans, drawings, and photographs			when recapture rights are not retained by AF, transfer the related maps, copies of plans, drawings, and

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				photographs to the individual or agency accepting accountability for the property (See Note) AUTH N1-AFU-90-3
8 ***	civil engineer specifications	copies of specifications used in master planning, construction, maintenance, repairs, and for inspections of work		destroy 1 year after final acceptance of the construction, inactivation of installation or facility, or when no longer needed, whichever is later

WITHDRAWN

NOTE: When real property is returned to a local (CONUS) or foreign (overseas) government, retain records at next higher level of command until it is determined that no claim will be filed against the US. Duplicate copies of maps, plans, etc , may be furnished to the individual or agency accepting accountability for the property, or to the government agency charged with disposing of the government property. When duplicate copies are not available, records may be made available for reproduction purposes.

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TABLE 32-17				
AIR BASE PLANNING RECORDS				
	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
1	comprehensive plans and supporting data	plans of present or planned installations, attendant charts, drawings, and photographs	at HQ USAF/ MAJCOMs/major subordinate commands	destroy plan when revised in its entirety, and/or when AF is relieved of accountability for installation AUTH N1-AFU-90-3
2 ***	comprehensive plans and supporting data		at bases/stations	destroy plan when revised in its entirety, and destroy after 75 years when AF is relieved of accountability for installation WITHDRAWN (See note)
3		changes to, and revisions of, plans that are disapproved		destroy after 2 years AUTH N1-AFU-90-3
4		correspondence, studies, reports, and related supporting data that reflect on the characteristics of an installation		

NOTE: On return of real property to local (CONUS) or foreign (overseas) government, transfer copies of plans to the individual or agency accepting accountability, retire a copy of all records involved in the transfer action after it is determined that no claim will be filed against the US

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TABLE 32-18				
USAF MILITARY CONSTRUCTION PROGRAM STATUS REPORTS AND CONSTRUCTION PROJECT FILES				
	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
1	status reports	form reports on progress of design and construction projects		destroy when superseded by updated report AUTH. N1-AFU-90-3
2		form reports on completion of the projects in rule 1	at MAJCOMs and below	place in facility folder, see table 32-6 for disposition. AUTH. N1-AFU-90-3
2.01 ****			at HQ USAF	destroy after 1 year or when no longer needed, whichever is sooner. WITHDRAWN
3		source, feeder, or background data		destroy when no longer needed, or after 1 year, whichever is sooner. AUTH. N1-AFU-90-3
4 ***	construction project control files	site plans and feasibility studies, charts, maps, preliminary, interim, and final drawings, photographs, cost estimates, construction and funding authorizations, reports of inspections, progress, and of status, construction transfer, and final acceptance records, with correspondence	approved and funded but cancelled before the start of or before completion of the construction authorized	destroy 5 years after cancellation of construction project WITHDRAWN
5 ***	construction project control files		completed construction project	retain for 5 years after financial completion of project or settlement of claims, whichever is later, then retire to Federal Records Center for an additional 50 years, then destroy (See Note) WITHDRAWN

NOTE: When AF is construction agent on new construction (except for family housing which is covered in table 32-20), forward to the civil engineer responsible for the utilization, maintenance, and operation of the completed construction all "as built" drawings, specifications, and other essential data, together with a Transfer and Acceptance of Military Real Property (DD Form 1354) This data will be made a part of the base accountability records (see table 32-14)

50 years
Rule 7 & 5 revised
9-1-99