

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

64700 ✓
LEAVE BLANK

TO **GENERAL SERVICES ADMINISTRATION,
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408**

JOB NO	NCI-AF-80-32
DATE RECEIVED	June 6, 1980
NOTIFICATION TO AGENCY	
In accordance with the provisions of 44 U.S.C. 3303a the disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10	
Date	6-24-80 <i>Archivist of the United States</i>

1 FROM (AGENCY OR ESTABLISHMENT)
DEPARTMENT OF THE AIR FORCE

2 MAJOR SUBDIVISION
1947 Administrative Support Group (HQ USAF)

3 MINOR SUBDIVISION
Information Management and Resources Division

4. NAME OF PERSON WITH WHOM TO CONFER Mrs Grace T. Rowe	5. TEL EXT 694-3527
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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 2 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified.

- A** Request for immediate disposal
- B** Request for disposal after a specified period of time or request for permanent retention.

C DATE 2 JUN 1980	D SIGNATURE OF AGENCY REPRESENTATIVE <i>Herbert G. Geiger</i>	E. TITLE HERBERT G. GEIGER, Chief Information Mgt and Resource Div
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7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10. ACTION TAKEN
1	<p align="center">BUILT-UP ROOF MANAGEMENT PROGRAM (Table 91-11, Applicable Air Force-wide)</p> <p>This is a new table to establish a built-up roof data file in Base Civil Engineering. This information will assist base level engineers in quantifying the service of existing roofs and designing maintenance and repair/replacements projects (both contract and in-house). The life expectancy of a built-up roof is 20 years, some last 25 to 30 years. Therefore, it is necessary to keep the project (as-built) information until a new roof is installed.</p>		

3 items

115-107 *Copies to agency + NNM*

TABLE 91-11

BUILT-UP ROOF MANAGEMENT PROGRAM

R U L E	A	B	C	D
	If documents are or pertain to	consisting of	which	then
1	built-up roof managment	built-up roof list and roof inspection priority list	lists facilities with built-up roofs and order of inspection	destroy when superseded by updated list
2		roof summary form, unmarked roof plan draw- ing	summarize roof construction on a facility	destroy when superseded by updated form and roof plan, or destroy when facility is demolished and dropped from real property account
3		roof inspection and rating worksheet forms (with marked-up roof plan drawings), job orders, work orders and contract data such as specifi- cations, all submittals, (performance agreement, quality control records, as built roof summaries, manufacturers certifi- cation), laboratory reports of roof sample testing, and contract management inspection records		destroy when the existing roof system is removed and replaced or destroy when facility is demolished and dropped from real property account.