

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

LEAVE BLANK	
JOB NO	
NCL-AFU-81-16	
DATE RECEIVED	
December 3, 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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10	
Withdrawn Date 9/15/83 Archivist of the United States	

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

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

5. TEL. EXT.

Mrs. Grace T. Rowe

694-3527

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 3 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	D. SIGNATURE OF AGENCY REPRESENTATIVE	E. TITLE
12 NOV 1980	<i>Herbert G. Geiger</i>	HERBERT G. GEIGER, Chief Information Mgt and Resource Div

7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
1	AIR BASE PLANNING DOCUMENTATION (Table 88-3) (Applicable Air Force-wide) The purpose of this submission is to have the master plans of bases/stations and the supporting data in rule 2 appraised as permanent documentation. Permanent retention of maps, plans, drawings, and photographs which are related to the installation master plan is required to ensure future development, both at the installation and adjacent private development, is compatible with past conditions and uses. Master plans contain narrative information about the installations history, meteorological data, basic mission plans, etc, along with maps and drawings showing the region, existing facility locations, airspace obstructions, proposed development and location of utility systems. In many instances, past land uses may not be readily apparent through visual inspection, yet they could have a significant impact on any proposed land uses. Using historical records to verify the past land uses could preclude extensive on-site investigations and thus enhance the planning effort. In addition, these documents are also very valuable when data is required to support the Air Force's position on legal conflicts concerning past activities.	NN-170-33	1 Item

Returned to agency via letter 9/19/83. [Signature]

Request for Records Disposition Authority—Continuation

JOB NO.

PAGE OF

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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

~~The master plans may be offered to National Archives 20 years after the Air Force is relieved of accountability of the base. Access restrictions on release of security classified information will apply. The office of Air Force History concurs in this request. There are 21 cubic feet of these plans in the records center. The annual accumulation is small. The master plans are arranged alphabetically by name of base/station.~~

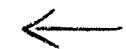


TABLE 88-3

AIR BASE PLANNING RECORDS

R U L E	A	B	C	D	Supersedes AFM 181-5, 1 Dec 66, paragraph
	If documents are or pertain to	consisting of	which are at	then	
1	master plans and supporting data	plans of present or planned installations, attendant charts, drawings, and photographs	major subordinate commands and above	destroy plan when revised in its entirety and/or when AF is relieved of accountability for installation.	100102a(1) 100102a(2)
2			base/stations	destroy plan when revised in its entirety; and retire as permanent when AF is relieved of accountability for installation (see note).	100102b(1) 100102b(1)(a) 100102b(1)(b) 100102b(2)
3		changes to, and revisions of, plans that are disapproved		destroy after 2 years.	100102a(3) 100102b(3)
4		correspondence, studies, reports, and related supporting data that reflect on the characteristics of an installation			

10-298

Note: On return of real property to local (CONUS) or foreign (oversea) government, transfer plans to the individual or agency accepting account-

ability; retire a copy of all records involved in the transfer action after it is determined that no claim will be filed against the US.