

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

7/1/82 *AWML*

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
Directorate of Administration, HQ USAF

3 MINOR SUBDIVISION
Documentation Management

4 NAME OF PERSON WITH WHOM TO CONFER
Mrs. Grace T. Rowe

5 TEL EXT
694-3527

LEAVE BLANK

JOB NO
NCI-AFU-82-65

DATE RECEIVED
July 7, 1982

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the disposal request including amendments is approved except for items that may be stamped disposal not approved or withdrawn in column 10

Dec 88 Date
Robert W. Ward Archivist of the United States

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 5 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 29 JUN 1982	D SIGNATURE OF AGENCY REPRESENTATIVE <i>James E. Digwell</i>	E TITLE JAMES E. DIGWELL Documentation Management Branch Information Mgmt and Resources 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
	<p align="center">GENERAL MEMBERSHIP CLUBS (Table 215-7) (Applicable Air Force-wide)</p> <p>The purpose of this submission is to establish a new table to cover General Membership Clubs. This table applies to all general recreation membership clubs except open messes and aero clubs. Examples are rod and gun, riding, yacht, skiing, parachute, motorcycle, automobile, snowmobile and similar clubs.</p> <p>Rule 1 covers the documentation concerning the establishment of the clubs, the constitution (instrumentality) authorizations, etc. which are required to organize and support the clubs. These records may be destroyed 2 years after the club's discontinuance or 2 years after the instrumentality is dissolved. The 2 years are needed to assure that all cases/problems are resolved. Rule 2 covers change to policy directives (other than published directives, i.e., AFRs, etc). These may be destroyed when superseded, obsolete or no longer needed for reference.</p> <p>Rule 3 covers minutes of meetings. There are club meetings and committee meetings including advisory and standing committees. The committees help the manager</p>		<p align="right"><i>8 items</i></p>

115-107
No mass data change sheet required. Copy of job sent to NARA by SAU, 12/15/82.
Closed out: 12-17-82:CM
Copy to Agency

Request for Records Disposition Authority - Continuation

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	<p>with entertainment, programs, special events, etc. They voice member's desires and recommendations. These minutes contain important decisions made on the club's operation and future activities and are needed for reference for at least 2 years after minutes no longer impact on the operation of the clubs.</p> <p>Rule 4 covers inspection reports. The base commander determines through visits and inspections that the membership clubs are operating according to the purpose for which they were established and for the benefit of the members and that regulations are being followed. Since the inspection reports impact on the operation of the clubs, the inspection reports are retained for reference purposes until the club is discontinued.</p> <p>Rule 5 covers inspection of riding clubs. The manager or a qualified representative inspects stalls, arenas, and aisles each day to make sure that high standards of cleanliness are being followed. The inspection assures that water is available for the animals, that all animals are in good physical health, fences and riding trails are good, make sure no fire hazards exists, etc. These inspection records are kept at least 60 days after recording, then they may be destroyed.</p> <p>Rule 6 covers firearms and ammunition transactions such as sale of ammunition, invoices and receipts of resale. The Rod and Gun Club must keep certain records per the Bureau of Alcohol, Tobacco, and Firearms (BATF) regulations prescribed as Part 178 of Title 27, Code of Federal Regulation. Records of invoice number and receipt date for all ammunition received from the sale or distribution records are kept for a period of 2 years from end of the year bought. The files required to be sent to the BATF must be identified and sent to the BATF within 30 days after club's dissolution.</p> <p>Rule 7 covers membership locator cards and records. The card is renewed at least every 2 years by adding another expiration date with machine or paper stick-on or by issuing a new card. The card may be destroyed after 2 years or expiration date of membership.</p> <p>Rule 8 covers membership club information report. Each membership club on the base makes an annual report. Open messes and aero clubs are excluded from this report as</p>		

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	<p>they are covered by other reports. The report covers the period 1 October through 30 September. The reports are made at the bases, sent to the major commands/separate operating agencies. The commands and separate operating agencies send to AFMPC/MPCSOC (Recreation Services Branch). Reports are not consolidated but are kept separate by base and by club type. They show number of regular members (by military members, active and retired; retired civilians, DOD civilians, etc), number of honorary members, current dues rate and major awards or special recognition received by the club or club members won during the fiscal year. The reports may be destroyed after 1 year. The notes to the table are self explanatory.</p>		

TABLE 215-7 General Membership Clubs

R U L E	A	B	C	D
	If documents are or pertain to	consisting of	which are	then
1	establishment of general membership clubs	constitution and by-laws, policy directives, authori- zations, property records, studies, charts, and related correspondence		destroy 2 years after discon- tinuance or 2 years after the instrumentality is dissolved (note 1)
2 *		changes to policy directives (except published standards directives), authorizations and/or background and support papers		destroy when superseded, obsolete, or no longer needed.
3	minutes of meetings	minutes of club, advisory and standing committee meetings		destroy 2 years after minutes no longer impact on the operation of the general membership clubs
4	inspection reports	reports, except those in rule 5, conducted by command requirements or as directed by higher authority		destroy on discontinuance of a club operation.
5		reports made of riding clubs, animals, stalls, arena, etc.	at riding clubs	destroy 60 days after inspection is recorded.
6	Firearms/ammunition transactions	documents on sale of ammuni- tion, invoices and receipts for resale, firearms acquisi- tion and disposition records, sworn statements and return receipts for lost, stolen, or inoperative firearms and inventory of weapons	at membership club office	destroy 2 years after the end of the year bought (note 2)

TABLE 215-7 (Continued)

R U L E	A	B	C	D
	If documents are or pertain to	consisting of	which are	then
7	membership locator cards and records	member's locator cards and dues records		destroy after 2 years or expira- tion date of membership
8	membership club infor- mation report (note 3)	annual memberships club report		destroy after 1 year.

- NOTES: 1. Published directives are controlled by table 5-1.
 2. Administrative records required by the Bureau of Alcohol, Tobacco and Firearms (BATF) regulations will be sent to the regional BATF within 30 days after dissolution of the Rod and Gun club.
 3. Aero clubs and Open Messes are excluded from this report since they are covered by other reports.