

INACTIVE - ALL ITEMS SUPERSEDED OR OBSOLETE

Schedule Number: NC1-AFU-84-023

All items in this schedule are inactive. Items are either obsolete or have been superseded by newer NARA approved records schedules.

Description:

In 1989, Air Force submitted N1-AFU-90-003 to cover all of their temporary items in AFR 12-50, Volume II, Disposition of Air Force Records under a single job number. The two schedules match. This schedule was therefore superseded by N1-AFU-90-003.

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

Wallace

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-84-23

DATE RECEIVED

2/24/84

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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10.

3-7-84

Date

[Signature]
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 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

10 FEB 1984

D. SIGNATURE OF AGENCY REPRESENTATIVE

Grace T Rowe

E. TITLE

GRACE T. ROWE

Documentation Management Branch

7. ITEM NO.

8. DESCRIPTION OF ITEM
(With Inclusive Dates or Retention Periods)

9. SAMPLE OR
JOB NO.

10. ACTION TAKEN

**ON/OFF BASE HOUSING RECORDS (Table 90-3)
(Applicable Air Force-wide)**

This submission is result of NARS 15 December 1983 letter concerning table 90-3, rules 3, 6, 12 and 14.

NCI-AFU-78-45

1

Rule 3

Change column D to read "destroy when 10 years old." Directorate of Civil Engineering and Services has determined that the 10 year hold on these records is adequate to satisfy the statute of limitation requirement.

2

Rule 6

Change column D to read "destroy when 10 years old." Directorate of Civil Engineering and Services has determined that a 10-year hold will satisfy their administrative needs for these records.

3

Rule 12

Change column D to read, "destroy when 12 years old."

4

Rule 14

Change column D to read "destroy when 20 years old."

The revised retention periods in rules 12 and 14 will satisfy the reference requirements of the records.

4 items

115-107

Mass data change sheet required. Copy of job sent to agency by RAW on 3-8-84.

STANDARD FORM 115
Revised April, 1975
Prescribed by General Services
Administration
FPMR (41 CFR) 101-11.4

NEW sent 3-19-84 by DMW. per NCD 84-71.

TABLE 90-3 On/Off Base Housing Records

| R U L E | A | B | C | D |
|------------------|--|--|---|------------------------------|
| | If documents are or pertain to | consisting of | which are | then |
| *3 | off-base housing referral service | off-base housing referral reports | at HQ USAF | destroy when 10 years old |
| *6 | equal opportunity in off-base housing | housing descrimination complaints, case files reports of investigation, and related correspondence | at HQ USAF other than HQ USAF/ JACL | destroy when 10 years old |
| *12 | bachelor and transient quarters | utilization/occupancy reports and related documents | at HQ USAF | destroy when 12 years old |
| *14 | family/bachelor/ transient housing, housing referral or equal opportunity in off-base housing | basic policies, procedures, policy waivers, etc. | at HQ USAF and MAJCOMS | destroy when 20 years old |