

**REQUEST FOR AUTHORITY
TO DISPOSE OF RECORDS**

(See Instructions on Reverse)

*1 item
Air Force
unclassified*

LEAVE BLANK	
DATE RECEIVED 28 JUN 1973	JOB NO. NN-173-347 NN-173-347
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 "with-drawn" in column 10.	
Date 7-18-73	Archivist of the United States <i>James B. Rhoads</i>

TO: **GENERAL SERVICES ADMINISTRATION,
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, D.C. 20408**

1. FROM (AGENCY OR ESTABLISHMENT)
DEPARTMENT OF THE AIR FORCE, HQ USAF

2. MAJOR SUBDIVISION
DIRECTORATE OF ADMINISTRATION

3. MINOR SUBDIVISION
DOCUMENTATION SYSTEMS DIVISION

4. NAME OF PERSON WITH WHOM TO CONFER
Mr. C. J. Phillips

5. TEL. EXT.
11-29209

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 1 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified.

27 JUN 1973

Herbert G. Geiger

**HERBERT G. GEIGER, Chief
Documentation Systems Division
Directorate of Administration**

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	<p align="center">HOUSING RECORDS (Applicable Air Force-wide)</p> <p>The purpose of this submission is to establish disposition standards for housing survey and requirement documents accumulated within the Air Force in the implementation of Department of Defense Instruction 4165.45 dated 19 Jan 72. Propose adding rule 6 to AFM 12-50, table 90-1, as indicated on the attached decision logic table.</p>	<p align="center">NN170-33 170-76</p>	

TABLE 9C-1 (Continued) HOUSING 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		then	
6 *	family housing survey and programming	questionnaires on family housing, tabulation of family housing survey, determination of bachelor and family hous- ing requirements, project composition and military construction line item date		destroy after 3 years	

U.S. GOVERNMENT PRINTING OFFICE: 1965 O 288-000

UNCLASSIFIED - OFFICIAL COPY

SECRET Table

30 April 1971

90. Family Housing. These tables cover documentation pertaining to policies, procedures, and responsibilities encompassing all Government-owned or -contracted family housing used by the AF, including AF inventory, and status of utilization; retention of inadequate housing; procedures for leasing family housing; operation and rental rates for Government-owned trailer spaces; special programs, and the submission of progress reports on family housing construction projects administered by the AF.

TABLE 90-1

HOUSING 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	then	
1	Wherry Act housing	mortgage, mortgage note, agreement for acquisition, purchase agreement, title insurance policy, related legal documents and papers	construction closing file and acquisition file	forward to WNRC, after all litigation is completed, where they are held until final payment is made according to FHA amortization schedule or mortgage is paid, and destroy.	100231a 100231b
2	Capehart Act housing	FHA commitment, housing contract, lease, mortgage, mortgage note, title insurance policy, related legal documents and papers	initial, interim, and final closing files		
3	status records	surveys and reports of existing family housing reports of inadequate housing, photographs, drawings, and correspondence	at major subordinate commands and above	destroy when no longer needed.	100233a
4			at base/stations	destroy after 3 years.	100233b
5	AF inventory and utilization of military family housing units	form reports of inventory and occupancy of military-owned and -controlled family housing units, statements of facilities and assignments, and related papers		destroy after 1 year.	100237
★ 6	(Reserved)				

10-301

AFM 12-50(C5)

TABLE 90-1 (Continued)

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	then	
★ 7	(Reserved)				
8	rental records	★ applications for quarters, contracts, leases, and supporting documents relating to rental of living quarters in rental housing		destroy 3 years after termination or cancellation of contract or lease.	100234c
9	essential civilian family housing records (Sec 809, National Housing Act)	applications for and certificate of employee eligibility forms, and related correspondence	approved	destroy after 1 year, or when no longer needed, whichever is sooner.	new
10		forms of certificate of need and related certificate register	retained in certifying office until program is discontinued	destroy after 1 year.	

10-302