

<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b> <i>(See Instructions on reverse)</i>		<b>LEAVE BLANK (NARA use only)</b>	
TO NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		JOB NUMBER <b>NI-AFU.95.3</b>	DATE RECEIVED <b>12.13.94</b>
1 FROM (Agency or establishment) DEPARTMENT OF THE AIR FORCE		<b>NOTIFICATION TO AGENCY</b>  In accordance with the provisions of 44 U.S.C. 3303a the disposition request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	
2 MAJOR SUBDIVISION Directorate of Information Management			
3 MINOR SUBDIVISION Admin Comm/Records Mgmt Division, SAF/AAIQ			
4 NAME OF PERSON WITH WHOM TO CONFER Mr. R. P. Dwyer	5 TELEPHONE 703-697-3491	DATE <b>3/29/95</b>	ARCHIVIST OF THE UNITED STATES <i>[Signature]</i>

**6 AGENCY CERTIFICATION**  
I hereby certify that I am authorized to act for this agency in matters pertaining to the disposition of its records and that the records proposed for disposal on the attached 1 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified; and that written concurrence from the General Accounting Office, under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies,

is not required;  is attached; or  has been requested.

DATE <b>12 DEC 1994</b>	SIGNATURE OF AGENCY REPRESENTATIVE <i>Grace T Rowe</i>	TITLE GRACE T. ROWE Chief, Records Mgmt Branch Directorate of Information Mgmt
----------------------------	---	---

7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
	<p style="text-align: center;">ONE-TIME AUTHORIZATION FOR EARLY DISPOSAL OF SHORT TERM TEMPORARY RECORDS DUE TO CLOSURE OF RAF CHICKSANDS, UNITED KINGDOM</p> <p>Request NARA approval allowing RAF Chicksands to destroy their temporary records listed in the attached. The attached is an extract of the base's submission, as 98% of its listed records were already designated by NARA in prior base closure actions as either eligible/not eligible for early destruction. Based on April 1995 base closure, these records created in 1995 are normally scheduled for destruction between Jan 1997-Jan 1998.</p>		

*Copies sent to Agency, NCF 3/20/95*

## RAF CHICKSANDS SHORT-TERM RECORDS

TABLE/RULE	DESCRIPTION	DISPOSITION
T4-3, R7 1	Mail Covers - Approval/Request Letters from Investigative Agency	1 Year
T4-4, R8	Report of Irregular Handling of Mail (at Originating Stations)	1 Year
T90-1, R10	Essential Civilian Family Housing Records - Certificate of Need and Certificate Register	1 Year
T176-7, R3	Non Appropriated Fund (NAF) Recreational Membership Records - Control Registers	2 Years
T177-9, R5	Reports of Survey Case Files - Support Assessment of Financial Liability	1 Year
T190-1, R21	Public Affairs - Itineraries of Visits	1 Year
T215-7, R8	General Membership Club Information Report	1 Year
T700-5, R23	Communications-Computer Systems - System Tests (Disapproved Proposed System)	1 Year
T700-10, R24	Switching Center Operations - Tracer Action Case Files	1 Year
T700-10, R26	Switching Center Operations - Tributary Files	1 Year
T700-24, R21	Visual Information (VI) Library Services - Distribution and Control Records (End of Month Quarter Product)	1 Year
T700-24, R26	VI Library Services - Currency Review Reports (Returned to AF Central VI Library)	2 Years