

**REQUEST FOR AUTHORITY
TO DISPOSE OF RECORDS**

(See Instructions on Reverse)

1 item

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

3. MINOR SUBDIVISION

DOCUMENTATION SYSTEMS DIVISION

4. NAME OF PERSON WITH WHOM TO CONFER

MR. C. J. PHILLIPS

5. TEL. EXT.

756-2383

6. CERTIFICATE OF AGENCY REPRESENTATIVE:

LEAVE BLANK	
DATE RECEIVED NOV 30 1976	JOB NO. NC 1 - AFU - 77 - 44
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.	
12-15-76 (Date)	<i>James B. Rhoads</i> Archivist of the United States

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.

19 NOV 1976

Herbert G. Geiger

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

Date

(Signature of Agency Representative)

(Title)

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	<p align="center">C-E PROGRAM IMPLEMENTATION RECORDS (Table 100-3) (Applicable Air Force-wide)</p> <p>Proposed change to Table 100-3 adds a new rule 4.1 to provide disposition criteria for documentation pertaining to base wire cables installed under commercial contract. These records must be maintained at the C-E facility until program is accepted. The period for final billing from the contractor often exceeds 12 months; therefore the records must be maintained until final billing is received, installation accepted, and the contractor is paid.</p>	<p>NN 170-33</p> <p>NN 173-221</p>	

Copy to Agency 12-17-76 ad

TABLE 100-3 C-E PROGRAM IMPLEMENTATION RECORDS

R U L E	A	B	C	D
	If documents are or pertain to	consisting of	which are	then
3	C-E schemes	a formatted engineering and installation plan that provides installation standards, objectives and performance predictions; a detailed resume of support construction (SCL); a listing of C-E materials (including major and minor items of equipment and hardware); engineering drawings; a narrative explanation of installation procedures; and test guidance for the installation team.	original (master) scheme package and related documentation	destroy 2 years after program completion or cancellation.
			copies at C-E facility operating location	transfer to PIPR file after completion of the program or destroy 2 years after scheme cancellation.
4.1 *				base wire cable schemes at C-E facility operating location which is serviced by commercial telephone company