

**REQUEST FOR AUTHORITY
TO DISPOSE OF RECORDS**

(See Instructions on Reverse)

14 items

TO: GENERAL SERVICES ADMINISTRATION
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408

LEAVE BLANK	
DATE RECEIVED DEC 9 1976	JOB NO. NC 1-AFCU-77-49
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.	
2-22-77 (Date)	<i>James S. Choad</i> Archivist of the United States

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
PRESTON B. SPEED

5. TEL. EXT.
767-5409

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

3 DEC 1976

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">ACQUISITION MANAGEMENT RECORDS (Table 800-1) (Applicable Air Force-wide)</p> <p>The purpose of this submission is to revise disposition criteria for acquisition management records. Acquisition management records include case files on the development and acquisition of Air Force weapon systems, support and engineering records, quarterly budget reports, agreements between military departments on contract administration, and bulletins on defective parts and components.</p> <p>System acquisition program files (rule 5) and selected acquisition reports (rule 11) are currently scheduled for permanent retention. A retention period of 30 years will satisfy our current requirements for system acquisition program files and a 3 year retention is adequate for selected acquisition reports.</p> <p>Unexplained abbreviations are as follows: AFCMD for Air Force Contract Management Division, AFPRO for Air Force Plant Representative Office, and AFCMO for Air Force Contract Management Office.</p>	<p>NN 170-33</p>	

Sent to agency and all FRC's - 2/2/77

TABLE 800-1

ACQUISITION MANAGEMENT RECORDS

R U L E	A	B	C	D
	If documents are or pertain to	consisting of	which are	then
1	System Acquisition Program Files	initial required operational capability (ROC), development concept paper/decision coordinating papers (DCP), program management directive (PMD), preliminary design, advance planning, and decisions accomplished in the conceptual phase of the acquisition life cycle	at planning activities having primary responsibility for approved systems	transfer to system program office on program approval.
2			at planning activities having primary responsibility for systems terminated during the conceptual phase	destroy 10 years after the termination of program (Note 1).
3			at system program offices	retain under rule 5.
4			at other activities	destroy when the system is phased out of the inventory, terminated, or when no longer needed, whichever is sooner.
5		program management plan (PMP), updated PMDs and supplements, basic management plans, approved development concept papers, advance procurement plan, real property facilities plan, test plans/results, risk assessments, milestones, and program decisions accomplished during the validation, full scale development, production and deployment phases of the acquisition life cycle	at system program offices	destroy 30 years after the system is terminated or phased out of the inventory.
6			at monitoring, supporting, testing, and participating activities	destroy when the system is phased out of the inventory, terminated, or when no longer needed, whichever is sooner.

TABLE 800-1 (Continued)

R U L E	A	B	C	D	
	If documents are or pertain to	consisting of	which are	then	
7	Program Management Responsibility Transfer (PMRT) and Turnover Package Files	support, planning, engineering, test and evaluation records, including reference materials, manuals, engineering drawings, specifications and related data necessary to support and operate the system	accumulated by the system program office	transfer to using/supporting command in accordance with the PMRT and turnover agreement.	
8			accumulated by the system program office but not needed by the using/supporting command or when no such command exists	destroy 6 years after the system is phased out of the inventory or terminated. (note 2).	
9			at the using/supporting command		
10			at monitoring, supporting, participating and testing activities		destroy on completion of the transfer or termination of the system.
11	Selected Acquisition Reports	quarterly reports		destroy 3 years after the system is phased out of the inventory, terminated, or when no longer needed, whichever is sooner.	
12	Memorandums of Agreement (MOAs)	documents negotiated between contract management organizations and program offices for contract administration support	accumulated by HQ AFCMD, AFPROs/AFCMOs, program managers, and monitoring organizations	destroy when superseded or on termination of contract administration support of the program.	

TABLE 800-1 (Continued)

R U L E	A	B	C	D
	If documents are or pertain to	consisting of	which are	then
13	DOD Plant Cognizance Program Case Files	questionnaires, agreements and related documents created under the DOD Contract Administration Services Plant Cognizance Program between HQ AFCMD and DOD Military	maintained at HQ AFCMD	destroy 10 years after plant cognizance has been transferred from HQ AFCMD.
14		Departments and Defense Agencies when the Air Force is the executive agency	at AFPROs and monitoring organizations	destroy 6 months after plant cognizance transfer, or when no longer required, whichever is sooner.
15	Defective Parts and Componets Control Program	government-industry data exchange program forms (ALERT)	at system program offices	destroy on inactivation.
<p>NOTES:</p> <p>1. Destroy materials related to on-going programs when no longer needed.</p> <p>2. Destroy documents placed in administrative hold by the Renegotiation Board 6 years after the final determination of excess profits.</p>				