

**REQUEST FOR RECORDS DISPOSITION AUTHORITY**  
(See Instructions on reverse)

LEAVE BLANK	
JOB NO <b>NCI-AFV-81-8</b>	
DATE RECEIVED <b>October 31, 1980</b>	
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10	
<i>5-6-82</i> Date	<i>Edward Weedon</i> Acting Archivist of the United States

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  
1947 Administrative Support Group (HQ USAF)

3. MINOR SUBDIVISION  
Information Management and Resources Division

4. NAME OF PERSON WITH WHOM TO CONFER

Mrs. Grace T. Rowe

5. TEL EXT

694-3527

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 3 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 <b>16 OCT 1980</b>	D. SIGNATURE OF AGENCY REPRESENTATIVE <i>Herbert G. Geiger</i>	E. TITLE <b>HERBERT G. GEIGER, Chief Information Mgt and Resource Div</b>
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7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
1	<p align="center"><b>CHARACTERISTICS GUIDES AND DESIGN HANDBOOKS</b> (Table 80-4, Applicable Air Force-wide)</p> <p>The purpose of this submission is to request appraisal of table 80-4, rule 5 for permanent retention. The Air Force Systems Command (AFSC) Handbooks are specialized publications that provide authoritative source of design data in support of definition, design and development of Air Force systems and equipment. They are used to document Air Force technical knowledge for use in support of acquisitions programs. They are intended to convey proven techniques and prevent repetition of past research and development (R&amp;D) errors. They reduce duplication of technical effort and increase application of technical knowledge. They conserve R &amp; D investment and present and apply the cumulative work and thinking of USAF scientists, engineers, and managers.</p> <p>The Air Force has spent millions of dollars to develop the technology published in the handbooks. Although the data is updated periodically and new editions issued, it is important to have the old technology for reference. Much time, effort and money is saved by having the old technology available. The handbooks are also required for litigation cases by the Air Force and its contractors. The</p>	NN-170-33	4 items

*[Mass Data Change Sheet Required] Copies of job sent to NNM and NNI by RALW, 5/18/82. Closed Out: 5-20-82. K.T.D. [To all FRC's per NCD 82-99] Copies to Agency & NCA*

## Request for Records Disposition Authority - Continuation

JOB NO

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7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10. ACTION TAKEN
	<p>handbook in effect at the time of the contract is used to support the court case. These publications are unique general reference material because of the subject matter coverage and should be retained on a permanent basis.</p> <p>The handbooks may be offered to National Archives <del>30 years</del> after creation. in 5-year blocks when the most recent records pertain to systems out of the inventory for 30 years. Since they provide design data and technology on how to make weapons, and munitions, etc., there are access restrictions even on the unclassified portions. They should not be released to the general public or foreign nations. The technology in the hands of terrorist and the less developed nations could be used against the United States' interest and world peace.</p> <p>There are several access restrictions which apply, among them the (1) Arms Export Control Act of 1976 (22 USC 2751 and following sections); (2) Export Administration Act of 1979 (50 USC Appendix 2401 et seq 2401-2419 (PL 96-72); (3) International Traffic and Arms Regulation 22 CFR 120-130 (covers unclassified technical data used to make weapons). Restrictions on release of classified documents apply. Also, due to Air Force agreement with copyright holders that the copyright material will not be for sale, sale of these documents would be prohibited.</p> <p>There are approximately 113 cubic feet of the handbooks in the records centers. The annual accumulation is small, probably 1 or 2 cubic feet per year.</p> <p>The handbooks are arranged by series and then by numbers.</p> <p>[Amended by R. Wire per G. Rowe, 4/23/82]</p> <p>[Note for NCD File Copy: The question of restrictions on access will be addressed at the time records covered by Rule 5 are ready for actual offer. R.A.W. 4/26/82]</p> <p>[Note for MCD File Copy: The results of a 5/17/82 NARS-5 query indicate that UNRC has 130 cu. ft. of records under <del>the</del> Rule 5, but part of this is background material covered by new Rule 7 (see p. 3 of this job). R.A.W.]</p>		

TABLE 80-4

CHARACTERISTICS GUIDES AND DESIGN HANDBOOKS

R U L E	A	B	C	D
	If documents are or pertain to	consisting of	which are	then
1	NO CHANGE			
2	NO CHANGE			
3	NO CHANGE			
4	NO CHANGE			
5	AFSC design handbook	special publications providing a current authoritative source of design data in support of the definition, design, and development of AF systems and equipment, which can be used as a basis for design decisions, criteria, and guidance	at HQ AFSC-designated OPR	retire as permanent when system is out of inventory. Offer to the National Archives in 5-year blocks when the most recent records pertain to systems out of the inventory for 30 years.
6			at other than HQ AFSC-designated OPR	destroy when superseded, obsolete, or no longer needed, whichever is sooner.
7		all background material for publications covered by Rule 5	at HQ AFSC-designated OPR	retire when system is out of inventory. Destroy when records pertain to systems out of inventory for 30 years.
8		all background material for publications covered by Rule 6	at other than HQ AFSC-designated OPR	destroy when superseded, obsolete, or no longer needed, whichever is sooner.

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[Amended by R. Ware per G. Rowe, 4/23/82]

AFM 12-50

31 March 1976

AFM 12-50 (C15)

Superseded page 3 of NCI-AFU-81-8,  
See amended page 37

TABLE 80-4				
CHARACTERISTICS GUIDES AND DESIGN HANDBOOKS				
R U L E	A	B	C	D
	If documents are or pertain to	consisting of	which are	then
1	characteristics guides	records sets of each characteristic guide published under AFR 80-16, including background material and other data provided for in AFM 5-1	at issuing activity; they present data on the official performance and characteristics of AF weapon and support systems and associated training equipment, and provide a single source of data on realistic and readily comparable bases	retire as permanent to WNRC when system is out of inventory.
2		guides and current outstanding addenda no longer required	at other than issuing activity	* forward in their binders to 2750 ABW/DABW, Wright-Patterson AFB, OH 45433
3		superseded guides		destroy.
4		manuscripts or proofs		see table 5-1.
5	AFSC design handbook	special publications providing a current authoritative source of design data in support of the definition, design, and development of AF systems and equipment, which can be used as a basis for design decisions, criteria, and guidance	at HQ AFSC-designated OPR	retire as permanent
6			at other than HQ AFSC-designated OPR	destroy when superseded, obsolete, or no longer needed, whichever is sooner.

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Superseded

SUB-NOTE 1.1(1) AFSC Design Handbook Program							
AFSC DESIGN HANDBOOK	EDITION		REVISION				
	NO.	DATE	1	2	3	4	5
<b>SERIES 1-0 GENERAL</b>							
DH 1-1 General Index and Reference	2nd	1DEC70	1JUN71	1DEC71			
DH 1-2 General Design Factors	2nd	20FEB71	20AUG71				
DH 1-3 Personnel Subsystems	2nd	1JAN72					
DH 1-4 Electromagnetic Compatibility	1st	10JAN69					
DH 1-5 Environmental Engineering	2nd	10MAR71	10SEP71				
DH 1-6 System Safety	3rd	20JUL71					
*DH 1-7 Aerospace Materials							
DH 1-8 Microelectronics	2nd	10NOV70	10MAY71	10NOV71			
DH 1-9 Maintainability	1st	20DEC70	20JUN71	20DEC71			
*DH 1-10 Reliability							
DH 1-X Checklist of General Design Criteria	1st	15JAN70	15JUL70	15JAN71			
<b>SERIES 2-0 AERONAUTICAL SYSTEMS</b>							
DH 2-1 Airframe	1st	1APR69	1OCT69	1APR70	1OCT70	1APR71	1OCT71
DH 2-2 Crew Stations & Passenger Accommodations	1st	1MAY69	1NOV69	1MAY70	1NOV70	1MAY71	1NOV71
DH 2-3 Propulsion and Power	1st	1MAR69	1SEP69	1MAR70	1SEP70	1MAR71	15SEP71
DH 2-4 Electronic Warfare (U) -- SECRET	1st	15AUG69	15FEB70	15AUG70	15FEB71	15AUG71	
DH 2-5 Armament	2nd	10DEC71					
DH 2-6 Ground Equipment and Facilities	1st	1FEB69	1AUG69	1FEB70	1AUG70	1FEB71	1AUG71
DH 2-7 System Survivability (U) -- SECRET	1st	20MAY69	20NOV69	20MAY70	20NOV70	20MAY71	20NOV71
**DH 2-8 Life Support							
DH 2-X Checklist for Aeronautical Systems	1st	15SEP70	15MAR71	15SEP71			
<b>SERIES 3-0 SPACE AND MISSILE SYSTEMS</b>							
*DH 3-1 Ballistic Missiles							
DH 3-2 Space Vehicles	1st	20MAR69	20SEP69	20MAR70	20SEP70	20MAR71	20SEP71
DH 3-3 Ground Equipment and Facilities	1st	20APR69	20OCT69	20APR70	20OCT70	20APR71	20OCT71
*DH 3-4 System Survivability							
**DH 3-6 Fluid Components							
*DH 3-X Checklist for Space & Missile Systems							
<b>SERIES 4-0 ELECTRONIC SYSTEMS</b>							
*DH 4-1 Command and Control Systems							
DH 4-2 Electronic Systems Test & Evaluation	2nd	10APR71					
*DH 4-3 Electronic System Facilities							
*DH 4-4 System Survivability							
*DH 4-X Checklist for Electronic Systems							
*PROPOSED **IN PREPARATION							

1972 listing of AFSC Design Handbooks

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