

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

LEAVE BLANK	
JOB NO <b>UCI-AFU-83-36</b>	
DATE RECEIVED <b>11/22/82</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the disposal request including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10	
<b>SIGNATURE OF THE ARCHIVIST IS NOT REQUIRED FOR APPROVAL OF PERMANENT RETENTION OF RECORDS</b>	
Date	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  
**Directorate of Administration, HQ USAF**

3 MINOR SUBDIVISION  
**Documentation Management**

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 5 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>8 NOV 1982</b>	D SIGNATURE OF AGENCY REPRESENTATIVE <i>James E. Dagwell</i>	E TITLE <b>JAMES E. DAGWELL Chief, Documentation Management Directorate of Administration</b>
7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 SAMPLE OR JOB NO <b>NN-170-33</b>
	<p align="center"><b>REAL PROPERTY INVENTORY RECORDS (Table 87-2) (Applicable Air Force-wide)</b></p> <p><i>Item 1</i></p> <p>The purpose of this submission is to have rules 1, 4, and the exception in 5 appraised as permanent records. Rule 1 is a printed document consisting of consolidated data submitted by major commands and gives information on the status, cost, capacity, condition, use, maintenance and management of real property. The inventory includes all property under control of the Air Force, that is owned, leased, acquired by permit or license, or otherwise controlled by the Air Force. Facilities acquired from other governments will also be included. Real Property Division, Directorate of Engineering and Services (HQ USAF/LEER) refines the lists received and prepares the printed real property annual inventory document. Each printed inventory is about 5 inches thick for CONUS bases and about 2 inches for overseas facilities. The size depends on the number of installations. HQ USAF/LEER has about 12 1/2 cubic feet of inventories on hand from 1954 to date. The printed inventory is filed by year. Annual accumulation is about 3/4 cubic foot. The consolidated inventory is made from the (1) USAF Real Property Detail List, which provides prescribed data on all existing facilities and land on USAF accountability;</p>	<p align="right"><b>3 items</b></p>

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(2) USAF Characteristic Report, which provides non-inventory characteristic data pertaining to existing installations and to installations programmed for AF use;  
 (3) USAF Inventory Changes During Fiscal Year, which reports land interests acquired during the FY with the cost to the government for the land and facilities on the land. This report also shows land and facility costs for property disposed of during the FY as well as the cost of land and facilities accepted or entered on the real property records during the FY.

The master copy of the printed inventories should be considered for permanent retention. They provide excellent continuing sources of information about Air Force installations. Historical researchers will find these records invaluable. The master copy of the inventories ~~may be offered to National Archives when no longer needed as an active file~~ <sup>will</sup> ~~as specified in Note 1.~~ The copies held presently in the Real Property Division, Directorate of Engineering and Services are used frequently. Since the inventories are a consolidation of information about active and inactive bases, they remain active for an indefinite period. We plan to make a feasibility study to ascertain if the early copies can be microfilmed. We do not believe they can be filmed because of their age and being bound together. However, we do plan to make a test.

*Item 2*

Rule 4 covers the USAF characteristic reports maintained at base/station. The report is made on AF Form 1192, USAF Installations Characteristic Report. It provides non-inventory characteristic data pertaining to existing installations and to installations that are programmed for Air Force use. The attached extract from AFM 87-18 describes this report. The report is submitted 15 work days after an installation is assigned, transferred, activated, inactivated, becomes excess or its status is otherwise changed.

The retained copies at the base provide a very comprehensive and historical record of base changes. The records shows the primary base as well as off-base sites, gives accounting responsibility, logistics responsibility, jurisdictional responsibility and provides tracking information on the bases. The reports should be retained on the base until inactivation, then retired as permanent records. The records are filed by base and then chronologically. We are unable to provide on hand figures or

*[Amended by R. W. Hie per G. Rowe, 2-13-85]*

Request for Records Disposition Authority - Continuation		JOB NO	PAGE OF 3 5
7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
Item 3 (Withdrawn)	<p>annual accumulation, however, we believe the volume is small. The reports may be offered to National Archives 30 years after installation inactivation.</p> <p>Rule 5 exception provides that the last inventory reports (other than those in rule 4) for a base be retired as permanent when the Air Force is relieved of accountability for the installation. It is interesting historically to know the way the inventory looked the last time before giving up the base. It is a status for the facilities and the land. Supporting documents are building cards, leases, etc. They may be offered to National Archives 30 years after base inactivation. The volume would be small.</p>		Item 3 (Rule 5) withdrawn per G. Rowe, 1-14-85

## REAL PROPERTY INVENTORY RECORDS

R U L E	A	B	C	D
	If documents are or pertain to	consisting of	which are at	then
1	AF inventory of real property	published inventory documents	HQ USAF	* retire as permanent a master copy of each document published (note 1)
<del>2</del>		<del>correspondence and form reports, such as USAF real property inventory detail list, USAF land change report, and USAF installations characteristics report, machine listings, EAM cards, and EDP tapes</del>		<del>destroy when superseded, obsolete, or after 2 years, whichever is sooner.</del>
<del>3</del>		<del>feeder reports, background and/or source data</del>	<del>MAJCOMs and major subordinate commands</del>	<del>destroy when superseded, obsolete, or after 1 year, whichever is sooner</del>
4		retained USAF characteristics report	base/stations	* retire as permanent when AF is relieved of accountability for installation (note 2)
<del>5</del>		<del>retained inventory reports (other than report in rule 4), and related supporting data</del>		<del>* destroy when superseded, obsolete, or after 1 year, whichever is sooner (Exception When AF is relieved of accountability for installation, retire as permanent the last inventory reports executed Duplicate copies of the unclassified inventory reports may be furnished on request to the individual or agency accepting accountability for properties) (note 2)</del>
<del>6</del>		<del>extra or reference copies of the published inventory document</del>		<del>destroy when no longer needed.</del>

\* Note 1: ~~Offer to National Archives when no longer needed as an active file.~~ [See amended Note 1 on the next page.]

\* Note 2: Offer to National Archives 30 years after base inactivation.

[Note for NARS use: The asterisks in column D indicate that Air Force included only Rules 1, 4, and 5 in the job as originally submitted. Rule 5 has since been withdrawn. RAW 1-16-85]

Item 1

10-291

Item 2

Item 3  
with-  
drawn  
per  
G. Rowe  
1-14-85

Withdrawn

\*Note 1: Those records created before 1983 will be offered to the National Archives when 50 years old. Those records created after 1982 will be offered to the National Archives in 5 year blocks when the most recent records in the block are 25 years old.

△Note 1 covering the offer date of Rule 1 was amended by R. Wire <sup>per</sup> ~~A~~ G. Rowe on 2-13-85.7 RAW

P.50F5