

INACTIVE - ALL ITEMS SUPERSEDED OR OBSOLETE

Schedule Number: NC1-AFU-77-049

All items in this schedule are inactive. Items are either obsolete or have been superseded by newer NARA approved records schedules.

Description:

In 1989, Air Force submitted N1-AFU-90-003 to cover all of their temporary items in AFR 12-50, Volume II, Disposition of Air Force Records (dated 1987) under a single job number. This schedule contains only temporary items, has not otherwise been superseded, and significantly predates the 1987 manual. Therefore it is assumed that this schedule is superseded by N1-AFU-90-003.

Date Reported: 7/23/2024

NC1-AFU-77-049

INACTIVE - ALL ITEMS SUPERSEDED OR OBSOLETE

**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**

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:

| 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. | |
| <i>2-22-77</i> (Date) | <i>James S. Choad</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 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
(Signature of Agency Representative)

**HERBERT G. GEIGER, Chief
Documentation Systems Division
Directorate of Administration**
(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">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 - 2/24/77

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, | at system program offices | destroy 30 years after the system is terminated or phased out of the inventory. |
| 6 | | 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 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> | | | | |