

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

LEAVE BLANK	
JOB NO NCL-AFU-81-19	
DATE RECEIVED December 3, 1980	
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10	
Date 7-15-81	Archivist of the United States <i>[Signature]</i>

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.

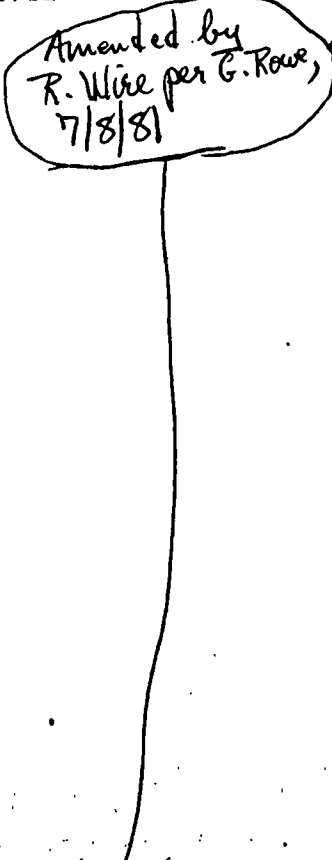
C. DATE 19 NOV 1980	D. SIGNATURE OF AGENCY REPRESENTATIVE <i>Herbert G. Geiger</i>	E. TITLE HERBERT G. GEIGER, Chief Information Mgt and Resource Div
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7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10. ACTION TAKEN
1	<p align="center">INTERAGENCY AND INTERGOVERNMENTAL COORDINATION OF LAND, FACILITY AND ENVIRONMENTAL PLANS, PROGRAMS, PROJECTS (TABLE 19-2) (Applicable Air Force-wide)</p> <p>The purpose of this submission is to establish a new table on interagency and intergovernmental coordination of land, facility and environmental plans, programs, and projects. The Air Force takes an active part in community and environmental planning and interagency and intergovernmental coordination with Office of Management and Budget circular A-95 clearinghouses and local, area-wide, state and other Federal agencies. The long retention period for rules 1, 3, 4 are necessary because of litigation requirements. We need this data for both the Department of Justice and Air Force attorneys. Although there is a 6-year statute of limitations, we have found that data 20 to 25 years old has been relevant to the Government's defense. Also, it is necessary to have this documentation for administrative purposes as long as the base is active in order to protect the Air Force interests and promote consistency among Air Force and other agency land, facility and environmental plans, programs and projects.</p>		10 Items

Copies sent to NNT, NNM, & NNS by RAYL 7/20/81

*Closed out 7-20-81 - K.T.D.
Copy to Agency*

TABLE 19-2, Interagency and Intergovernmental Coordination of Land, Facility and Environmental Plans, Programs, Projects

R U L E	A If documents are or pertain to	B consisting of	C which are	D then
1	Air Installation Compatible Use Zone (AICUZ) studies	the study and amendments	at any organizational level	retire to National Archives when Air Force is relieved of ac- countability for the installa- tion (see note).
2	AICUZ case file	letters, messages, supporting documentation	<p style="text-align: center;">Amended by R. Wire per G. Rowe, 7/8/81</p> 	destroy when superseded, or when the Air Force is relieved of accountability for the installation.
3	AICUZ maps	maps and overlays (vicinity/ flight track/Accident Potential Zone (APZ)/Noise Zone, Compatible Use District (CUD)		destroy when the Air Force is relieved of accountability for the installation.
4	AICUZ operational and maintenance data	forms, letters and related documents containing data on flight tracks, types of aircraft, number of opera- tions, altitudes, aircraft ground maintenance opera- tions, computer chronicles, etc.		
5	AICUZ Handbook	published handbook		destroy when obsolete, super- seded or no longer needed for reference.

Note: Upon retirement to the National Archives, the records covered by Rule 1 will be screened by the NARS Center for Cartographic and Architectural Archives, and only selected map enclosures will be retained permanently while the remainder of the records will be destroyed by the National Archives.

[Permanent records less than 1/2 inch per year]

TABLE 19-2 (Continued)

R U L E	A If documents are or pertain to	B consisting of	C which are	D then
6	AICUZ Implementation and Maintenance Plan	plans with supporting data		destroy when obsolete, superseded or no longer needed for reference.
7	Coastal Zone Management, Floodplain Management and Wetlands Protection Actions	letters, messages, consistency determinations, state plans, Environmental Impact Statements, (EISs), etc.		destroy when superseded, or retire or destroy with the project, program or plan which they support.
8	Controversial issues	letters, messages, media releases, reports, analyses, etc.		destroy 7 years after the controversy has been cleared or when the Air Force has been relieved of accountability for the installation.
9	Memoranda of Understanding	letters, messages, comments on agreements		destroy when superseded.
10	Office of Management and Budget (OMB) Circular A-95 submissions	letters, messages, comments		dispose of with related project, program, plan which they support.