

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

TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR)  
WASHINGTON, DC 20408

1. FROM (Agency or establishment)  
DEPARTMENT OF THE AIR FORCE

2. MAJOR SUBDIVISION  
DIRECTORATE MISSION SYSTEMS

3. MINOR SUBDIVISION  
DCS/Communication and Information

4. NAME OF PERSON WITH WHOM TO CONFER  
JESSICA L. SPENCER

5. TELEPHONE  
703-695-4263

LEAVE BLANK (NARA use only)

JOB NUMBER NI-AFU-97-11

DATE RECEIVED 3-10-97

NOTIFICATION TO AGENCY

In accordance with the provisions of 44 U.S.C. 3303a the disposition request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.

DATE \_\_\_\_\_ ARCHIVIST OF THE UNITED STATES: WITHDRAWN

6. AGENCY CERTIFICATION

I hereby certify that I am authorized to act for this agency in matters pertaining to the disposition of its records and that the records proposed for disposal on the attached 6 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified; and that written concurrence from the General Accounting Office, under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies,

is not required;  is attached; or  has been requested.

DATE 3 Mar 97 SIGNATURE OF AGENCY REPRESENTATIVE [Signature] TITLE ROBERT E. CARR, COL, USAF  
Chief, Infrastructure Division

7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
	<p>Request approval of the attached proposed disposition changes for:</p> <p style="text-align: center;">AL</p> <p>ENVIRONMENT PLANNING (AFMAN 37-139)</p> <p>Table 32-1 (Applicable Air Force-Wide)</p> <p>Changes are applicable to Rule 10, 10.01, 10.02, 12.01, 17, and 20-31</p>		<p>Job withdrawn</p>

9/28/99 cbc copy to agency with withdrawal letter, NR

**Rules in Boldface reflect changes. New Rules: 10.2, 12.01, and 20-31; Note 8 added**

<b>TABLE 32-1</b>				
<b>ENVIRONMENTAL PLANNING</b>				
	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>
<b>R U L E</b>	<b>If the records are or pertain to</b>	<b>consisting of</b>	<b>which are</b>	<b>then</b>
<b>1</b>	pollution incident report, including UST spill and release report	telegraphic details of the incident	at HQ USAF/MAJCOMs	destroy after 1 year or when no longer needed (note 6) AUTH N1-AFU-90-3
<b>2</b>		telegraphic details of the incident	at installations	destroy after 5 years (note 6) AUTH N1-AFU-90-3
<b>2.01</b>	emergency notices of pollution incidents or environmental violations	records on incidents/violations which result in wide public interest, congressional inquiry or investigation, or possible change in relations with a foreign nation		retire as permanent (note 7) AUTH N1-AFU-87-18
<b>3</b>	environmental assessments	project description, discussion of environmental impact of the project and related papers	at MAJCOMs/bases	destroy when no longer needed (See Note 5) AUTH N1-AFU-90-3
<b>4</b>	draft or final environmental statement or overseas environmental studies	detailed project description and discussion of environmental impact of the project and related papers	at HQ USAF	
<b>5</b>			at MAJCOMs and bases	
<b>5.01</b>	Environmental Protection Committee Meeting Minutes	minutes of meetings		destroy after 10 years AUTH N1-AFU-90-53
<b>5.02</b>	Environmental Pollutant Control Report, Environmental Management-By-Objectives, or Trash and Waste Recycling Proceeds Report	data submission		destroy after 2 years AUTH N1-AFU-90-3
<b>6</b>	National Pollutant Discharge Elimination System (NPDES) applications/permits	wastewater discharge applications and permits	at bases/stations	retain for 3 years after the expiration date of the permit (See Note 1) AUTH N1-AFU-92-7
<b>7</b>			at MAJCOMs	destroy when superseded or obsolete (See Note 6) AUTH N1-AFU-87-18

**TABLE 32-1**

**ENVIRONMENTAL PLANNING**

**Rules in Boldface reflect changes. New Rules: 10.2, 12.01, and 20-31; Note 8 added**

	A	B	C	D
<b>R U L E</b>	<b>If the records are or pertain to</b>	<b>consisting of</b>	<b>which are</b>	<b>then</b>
<b>8</b>	pollutant analysis reports (See Note 2)	records and information resulting from monitoring activities, including those required by NPDES permits, including all records of analyses performed, and calibration and maintenance of instrumentation and recordings from continuous monitoring instrumentation	at MAJCOMs and bases	destroy after 3 years (See Note 6) AUTH N1-AFU-90-3
<b>9</b>			at USAF Occupational Environmental Health Laboratory (USAF OEHL)	destroy after 10 years AUTH N1-AFU-90-3
<b>10</b>	violations of environmental standards	reports on violations/compliance agreements and actions taken prepared and submitted electronically by bases	at HQ USAF, MAJCOMs Regional Compliance Offices and bases	<b>destroy 5 years after regulatory agency officially acknowledges all violations have been corrected. (See Note 6).</b>
<b>10.01</b>	notices of violation and compliance agreements	official notices received from regulatory agencies and any other related correspondence	MAJCOMs, Regional Compliance Offices, bases	<b>destroy after regulatory agency officially acknowledges all violations have been received.</b>
<b>10.02</b>	<b>regulatory inspection report</b>	<b>summaries of inspections prepared and submitted electronically by bases</b>	<b>HQ USAF, MAJCOMs, Regional Compliance Offices, bases</b>	<b>destroy after 5 years.</b>
<b>11</b>	sampling point master record		at installation bio-environmental engineering activities	destroy when installation closes or AF is relieved of accountability AUTH N1-AFU-90-3
<b>12</b>	emission inventory	inventory report, tables, monitoring reports, Prevention of Significant Deterioration (PSD) survey results, and related correspondence and reports		destroy when updated inventory is prepared (note 6) AUTH N1-AFU-90-3
<b>12.01</b>	<b>underground and above-ground storage tank inventories</b>	<b>information on tank size, contents, materials of construction age, location, regulatory status, etc.</b>	<b>HQ USAF, MAJCOMs, bases</b>	<b>destroy when updated inventory is prepared.</b>

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TABLE 32-1				
ENVIRONMENTAL PLANNING				
	A	B	C	D
R U L E	If the records are or pertain to	consisting of	which are	then
13	accumulation and disposition of recoverable and waste petroleum products	statistical summaries of quantities and methods of disposition	at MAJCOMs, San Antonio Air Logistics Center and installations	destroy 3 years after date of summary (note 6) AUTH N1-AFU-90-3
14	environmental management and contingency plans	plans and supporting data for spill prevention control and counter-measures plan, oil and hazardous substance pollution contingency plan, hazardous waste plan, hazardous waste treatment, storage, and disposal facility operation plan, traffic abatement plan, and similar plans		destroy when obsolete, superseded or no longer needed AUTH N1-AFU-87-18
15	operations and maintenance of Solid Waste Disposal Facilities (landfill operations)	detailed facility description, correspondence, permits, and related records	bases/stations	destroy after 50 years (See Notes 3, 4 and 5) AUTH N1-AFU-90-3
16	Installation Restoration Program	reports, studies, and related correspondence	at HQ USAF, MAJCOMs and bases	destroy 50 years after restoration (note 4) AUTH N1-AFU-87-18
17	hazardous and toxic waste management	<b>reports, documents, studies, hazardous waste/PCB manifesting and disposal records (including contracts), UST site investigation records, and related documents</b>	at HQ USAF, MAJCOMs and bases	destroy 50 years from the date of the record or in January 2031, whichever is later (See note 8) AUTH N1-AFU-90-3
18	Halon 1211 and Halon 1301 reports	where and how much halon is used and stored		destroy after 2010 AUTH N1-AFU-92-7
19	environmental and natural resources data training	records related to the training of personnel in hazardous waste management procedures (including contingency plan implementation) relevant to the employees position		destroy 3 years after employee last worked at the facility, or until facility closure AUTH N1-AFU-93-4
20	<b>underground storage tank compliance records</b>	<b>records documenting UST repairs, inspections of corrosion protection systems, and compliance with release detection requirements</b>	<b>bases</b>	<b>destroy 3 years after tank is permanently closed unless tank was subject of site investigation or was involved in installation</b>

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				restoration program
21	<b>hazardous waste determination documentation</b>	<b>records documenting determination if substance is regulated as a hazardous waste</b>	bases	<b>destroy after 5 years from the date that the waste was last sent to a treatment, storage or disposal facility (See note 8) AUTH: 40 CFR 262.11, 40 CFR 268.7</b>
22	<b>hazardous waste biennial report</b>	<b>record of hazardous waste generation and disposition</b>	bases	<b>destroy 3 years from date the waste was accepted by the initial transporter. AUTH: 40 CFR 262.41</b>
23	<b>hazardous waste manifest</b>	<b>records identifying facilities shipping, storing, treating, and disposing of hazardous waste</b>	bases	<b>destroy 5 years from the day the waste was accepted by the transporter (See note 8) AUTH: 40 CFR 262.20</b>
24	<b>accumulation site inspection logs</b>	<b>tracking each hazardous waste container</b>	bases	<b>destroy after 3 years from the date the inspection was conducted (See note 8) AUTH: 40 CFR 262.34, 40 CFR 265.174.</b>
25	<b>hazardous waste exception reports</b>	<b>records of non-receipt of return copy of hazardous waste manifest</b>	bases	<b>destroy after 3 years from the date of the report (See note 8) AUTH: 40 CFR 262.42.</b>
26	<b>land disposal restriction notice and certification</b>	<b>notices and certificate citing the applicable land disposal restrictions</b>	bases	<b>destroy 5 years from the date the waste was last sent</b>

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				to a TSDF (See note 8) AUTH: 40 CFR 268.7
27	<b>notification of intent to export waste</b>	<b>documents notifying EPA of a base's intent to export hazardous waste from the US</b>	<b>bases</b>	<b>destroy after 3 years from the date the hazardous waste was accepted by the initial transporter (See note 8) AUTH: 40 CFR 262.53</b>
28	<b>EPA acknowledgment of consent (for exports)</b>	<b>cable sent to EPA from the US Embassy in a receiving country acknowledging written consent of receiving country to accept the hazardous waste</b>	<b>bases</b>	<b>destroy after 3 years from the date the hazardous waste was accepted by the initial transporter(See note 8) AUTH: 40 CFR 262.53</b>
29	<b>waste export confirmation of delivery</b>	<b>cable confirming delivery of exported hazardous wastes</b>	<b>bases</b>	<b>destroy after 3 years from the date the hazardous waste was accepted by the initial transporter(See note 8) AUTH: 40 CFR 262.53</b>
30	<b>annual report (required of primary exporters of hazardous waste)</b>	<b>report summarizing the types, quantities, frequency, and ultimate destination of all hazardous waste exported during the previous calendar year</b>	<b>bases</b>	<b>destroy after 3 years from the date the hazardous waste was accepted by the initial transporter (See note 8) AUTH: 40 CFR 262.53</b>
31	<b>hazardous waste employee training records</b>	<b>documentation showing facility personnel have successfully completed a</b>	<b>bases</b>	<b>current personnel: until closure of facility; former</b>

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		<p><b>program of classroom instruction or on-the-job training that teaches them to perform their duties in a way that ensures the facility's compliance with the requirements of RCRA</b></p>	<p><b>personnel: destroy 3 years from date the individual last worked at facility AUTH: 40 CFR 262.34 and 40 CFR 265.16.</b></p>
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**NOTE(S):**

1 When AF is relieved of accountability or when the AF installation no longer discharges pollutants, retain the last NPDES application/permit for 10 years, then destroy. If a longer retention period is required, submit a request for extension to SAF/AAIQ

2 See table 48-5 for drinking water analyses

3 Landfill operations (Solid Waste Disposal Facilities) must be identified on master plans, real property facility record, etc (See table 32-14, Real Property Accountable Documentation, and table 32-17, Air Base Planning Records )

4 Destroy 50 years from the date of the establishment of the documentation or 50 years after the enactment of P L 96-510,

11 December 1980, whichever is later (Section 103, P L 96-510) If the Administrator of the Environmental Protection Agency (EPA), the EPA regional administrator, the state or local environmental officials, or the installation commander require a longer retention period for the protection of the public health or welfare, submit a request to SAF/AAIQ for approval of the revised retention period and hold the records in a "pending disposition" status

5 Not authorized for staging area and/or retirement to federal records centers

6 Comply with rule disposition or the Local/State/Federal requirements, whichever is later

7 Transfer to National Archives in 5 years blocks when the latest records in the block are 25 years old

**8. The periods of retention are extended automatically during the course of any unresolved enforcement action or as requested by EPA**