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NARS Official Copy*

REQUEST FOR RECORDS DISPOSITION AUTHORITY

(See Instructions on reverse)

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JOB NO.
NCI-AFU-85-21

DATE RECEIVED
4-3-85

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

Records Mgt Branch

4. NAME OF PERSON WITH WHOM TO CONFER

Mrs Grace T. Rowe

5. TELEPHONE EXT.

694-3527

DATE ARCHIVIST OF THE UNITED STATES

[Stamp: RECEIVED, APR 11 1985]

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 4 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, if required under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies, is attached.

A. GAO concurrence: is attached; or is unnecessary.

B. DATE

29 MAR 1985

C. SIGNATURE OF AGENCY REPRESENTATIVE

Grace T Rowe

D. TITLE

**GRACE T. ROWE
Records Management Branch**

7. ITEM NO.	8. DESCRIPTION OF ITEM <i>(With Inclusive Dates or Retention Periods)</i>	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN <i>(NARS USE ONLY)</i>
1	<p>MILITARY CONSTRUCTION PROGRAM AND BUDGET AUTHORIZATION RECORDS (Table 86-1)</p> <p>The purpose of this submission is to have the retention periods for rules 1 and 6 appraised for permanent retention.</p> <p><u>Rule 1.</u> Rule 1 covers the master copy of the annual fiscal year Military Construction Program (MCP) documents compiled and published by the Programs Division (AF/LEEP), Directorate of Civil Engineering and Services, HQ USAF. Major Commands (MAJCOMs) and separate operating agencies (SOAs) submit to HQ USAF/LEEP documentation for all projects (including tenants) located upon installations under the operational responsibility of the host command. The projects are submitted on the DD Form 1391, Military Construction Data, which includes projects construction and justification data. These projects are evaluated at AF/LEEP and sent to OSD in September each year for consideration for the Annual Military Construction Program and the Five-year Defense Program. The OSD submittal is called the "Yellow Book." After review in OSD, the project proposals are returned to AF/LEEP. Some projects may have been deleted, amended or added. After evaluation in AF/LEEP, those recommended to be included in the MCP are consolidated and printed in a "Blue Book" (usually 2 volumes). The "Blue Book" contains justification data for the MCP and is submitted to the Congress for consideration in January of each year. AF/LEEP maintains a master copy of the "Yellow Book" and the "Blue Book" issuances and the line listings (supporting evidence). In</p>	NN-170-33	<i>3 items</i>

*Copies sent to Agency, MCF, and NARS, emb
4-4-86*

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7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARS USE ONLY)
2	<p>the last few years, the line listings may be broken down to as many as eight categories, MAJCOM, Bases, Categories, etc. These are needed to provide additional information on the MCP. They are maintained by fiscal year date. The master set is of historical significance since it shows all the construction that was recommended/approved on Air Force bases, stations, etc. through the years. The record set dates from 1947 and consists of approximately 20 cubic feet. None of the records has been retired. The annual accumulation is two volumes and line listings per year (about 3/4 cubic foot). The size varies depending on the number of projects submitted. The volumes are used constantly for trend analysis, to show what base got what and when, how long the Air Force has been budgeting for certain types of projects, for answering congressional inquires which often date back 20 over years, and for general information about the construction programs. The records may be offered to National Archives in 10 year blocks when latest documents are 30 years old (copy of "Blue Book" Volume I, Parts 1 and 2 is forwarded for your information). Volume II is a small classified volume. (The "Yellow Book" is available for viewing in AF/DAQD.)</p> <p><u>Rule 6.</u> When the budget is approved by Congress, AF/LEEP issues the "Brown Book," Military Construction Program as Approved by Congress. This issuance contains summary of authorizations and appropriations, distribution of appropriation clearance by authorization acts, extracts from the Military Construction Authorization Act (Public Law), extracts from the Military Construction Appropriation Act (Public Law), index of bases, planning and design, bases inside and outside the US, unforseen construction, minor construction program and reserve forces facilities. It is further broken down by MAJCOM. (Copy is forwarded for your information.) The books are distributed to the MAJCOMs/SOAs for information and AF/LEE project offices for action. The AF/LEE project office processes the approved projects back to the command/SOAs as separate items. The record set of these books make a unique collection that provides an insight into the approved military construction program for the Air Force through the years and should be preserved as permanent record. The reasoning provided for permanent retention for rule 1 also applies in this instance. The books are filed chronologically by fiscal year. None have been retired. They are used constantly by AF/LEEP for trend analysis and general reference. The volume on hand is approximately 10 cubic feet. Annual accumulation is 1 book per fiscal year, or about 1/12 cubic feet per year. The books may be offered to NARS in 10 year blocks, when the latest document is 30 years old.</p>		

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	<p>This information per se is not in a computer. AF/LEEP has a word processing system from which some of the data is extracted.</p>		

TABLE 86-1 (Military Construction Program (MCP) and Budget Authorization Records

R U L E	A	B	C	D
	If documents are or pertain to	consisting of	which are	then
*1	MCP and minor construction programs, including P-341, NAF, and O&M by contract	annual (FY) MPC records and essential supporting evidence (line listings)	at HQ USAF/LEEP	retire as permanent a master of each program document with line listings. (Note 2)
*6	Budget authorization	USAF construction program document (the construction funding authorization)	at HQ USAF/LEEP.	retire the final issuance as permanent. (Note 2)

Renumber present note to table Note 1
add

Note 2. Offer to National Archives in 10 year blocks when latest documents are 30 years old.