

Wallace

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

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TO GENERAL SERVICES ADMINISTRATION,
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408

JOB NO

NCl-461-82-4

DATE RECEIVED

June 2, 1982

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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10

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

Mr. R. P. Dwyer

5. TEL EXT

694-3494

11-17-82
Date

Robert Kay
Archivist of the United States

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.

A Request for immediate disposal.

B Request for disposal after a specified period of time or request for permanent retention.

C. DATE

28 MAY 1982

D. SIGNATURE OF AGENCY REPRESENTATIVE

James E. Dagwell

E. TITLE

JAMES E. DAGWELL
Documentation Management Branch
Information Mgmt and Resources Div

7. ITEM NO

8. DESCRIPTION OF ITEM
(With Inclusive Dates or Retention Periods)

9. SAMPLE OR JOB NO

10. ACTION TAKEN

FLYING TRAINING (USAFAR 12-50, Table 51-1)
(Applicable for Air Force Academy Only)

Air Force proposes addition of Table 51-1, as follows:

NN-170-32

- 1 Rule 1: Formerly Table 11-3, Rule 7 documents.
- 2 Rule 2: Formerly Table 11-1, Rule 8 and Table 11-3, Rules 4 and 22 documents. Document location is changed, as they are not considered personnel records. Rather than destroying the documents, they are given to individual for his personal use.
- 3 Rule 3: New rule added, as parachute packing operation log is required by the FAA.
- 4 Rule 4: Formerly Table 11-3, Rule 55 documents.
- 5 Rule 5: Formerly Table 11-3, Rule 56 documents.
- 6 Rule 6: Formerly Table 11-3, Rule 1 documents.
- 7 Rule 7: Formerly Table 11-3, Rules 9, 36 and 42 documents. Disposition is similar to the three former rules documents, but is flexible to allow their earlier

15 items

115-107

Mass data change sheet attached for Rule 1 (WNRC only). Copy of job sent to NNM by RAW, 11/29/82.

Closed out: 11-30-82:CM
Copies to AASMA & NCU

Request for Records Disposition Authority – Continuation

JOB NO

PAGE OF

7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10. ACTION TAKEN
	destruction if no longer needed.		
8	Rule 8: Formerly Table 11-3, Rule 15 documents.		
9	Rule 9: Formerly Table 11-3, Rule 16 documents.		
10	Rule 10: Formerly Table 11-3, Rule 17 documents.		
11	Rule 11: Formerly Table 50-1, Rule 28 documents. Document location is changed. Disposition is changed to destroy documents after 1 year, as an indefinite disposition is no longer needed.		
12	Rule 12: Formerly Table 11-3, Rule 14 documents.		
13	Rule 13: Formerly Table 11-3, Rule 5 documents.		
14	Rule 14: Formerly Table 11-3, Rule 45 documents. Disposition is changed to allow their destruction sooner than after 3 months, as there is no need to keep them if purpose has been served.		
15	Rule 15: New rule added, as it is legally required to document life support training.		
	Note: Added for Rules 1, 9 and 10.		

TABLE 51-1

FLYING TRAINING

R U L E	A	B	C	D
	If documents are or pertain to	consisting of	which are	then
1	manifest and master jump log	forms scheduling and verify- ing jump records	at Airmanship Division	destroy after 25 years (see note).
2	individual jump record	case file of each individ- ual's parachute jumps inclu- ding the Advanced Parachuting Record		upon disenrollment or graduati- on, give to individual.
3	parachute maintenance	documents pertaining to main- tenance and reliability of parachutes and parachute related equipment		destroy after 3 years, when no longer needed, when superseded, whichever is sooner.
4	parachuting daily operations	report maintaining record of daily parachute operations		destroy after 1 year.
5	jump certification	forms gathering parachute jump data from parachutists for certification		destroy on graduation or elim- ination of the student from training.
6	parachute log	forms for parachute repacking	with parachute	destroy after life of parachute.
7	airmanship course	forms, student progress, and related documents for record- ing training in airmanship courses	at Airmanship Division	destroy after 1 year or when no longer needed, whichever is sooner.
8	individual soaring	student pilot grade book for soaring		destroy after 1 year.

TABLE 51-1 (Continued)

R U L E	A	B	C	D
	If documents are or pertain to	consisting of	which are	then
9	soaring flight report	forms reporting monthly flight activity of airmanship courses to course director and deputy commandant for military instruction	at Airmanship Division	destroy after 25 years (see note).
10	airmanship flight activity	forms reporting sorties in airmanship courses		
11	airmanship activities	forms summarizing the previous day's activities		destroy after 1 year.
12	flight records	forms recording cadets flight missions and graded reviews in Aviation 470, including T-43 Flight Tracker Record and Navigator Flight Record	at Aviation Science Division	destroy 30 days after end of semester.
13	Aviation 470	forms grading cadet's flight missions, performance, and record results of training flight missions		
14	flight requests and authorizations	forms requesting and logging flights (cadet)	at Aero Club	destroy after 3 months or when purpose has been served, whichever is sooner.
15	life support training	forms and related documents recording life support training, both initial and recurring, servicing A/C oxygen, altitude chamber, 30-day wave, etc.	at Airmanship Division	destroy upon graduation/disenrollment, whichever is sooner.

Note: Retained at USAF Academy for entire retention period.