

Request for Records Disposition Authority

Records Schedule Number DAA-AFU-2017-0001
Schedule Status Modified Approved Version

Agency or Establishment Department of the Air Force
Record Group / Scheduling Group Air Force Undifferentiated
Records Schedule applies to Agency-wide
Schedule Subject Heat Treatment Records
Internal agency concurrences will be provided No

Background Information Currently unscheduled record. Proposed Table and Rule T21-09 R12.00.
Title: Heat Treatment Records
COLUMN B CONSISTING OF: AFTO FORM 8 or other record of heat treatment verification
COLUMN C WHICH ARE: At heat treatment facility or metals processing shops
COLUMN D DISPOSITION: Destroy after 7 years.

Justification: The AFTO FORM 8 was created to ensure process control over heat treatment of metal parts. No disposition instructions or rules are currently applicable to this form. Heat treatment records should be retained for 7 years to ensure training and/or part failure evaluation can be validated.
Since this schedule is media neutral, Notes 212, 213, and 214 in the AF RDS apply to the item in this schedule.
Prescribing Directive or authority: T.O. 1-1A-9 Aerospace Metals - General Data and Usage Factors
Change 14, Para 2-67A and Para 3-18B

Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
1	0	1	0

GAO Approval

Outline of Records Schedule Items for DAA-AFU-2017-0001

Sequence Number

1	Heat Treatment Records Disposition Authority Number: DAA-AFU-2017-0001-0001
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Records Schedule Items

Sequence Number						
1	<p>Heat Treatment Records</p> <p>Disposition Authority Number DAA-AFU-2017-0001-0001</p> <p>AFTO FORM 8 or other record of heat treatment verification at heat treatment facility or metals processing shops.</p> <p>Final Disposition Temporary</p> <p>Item Status Active</p> <p>Is this item media neutral? Yes</p> <p>Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? Yes</p> <p>Do any of the records covered by this item exist as structured electronic data? No</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 50%;">Manual Citation</th> <th style="width: 50%;">Manual Title</th> </tr> </thead> <tbody> <tr> <td>T 21 - 09 R 12.00</td> <td>AF RDS</td> </tr> </tbody> </table> <p>GRS or Superseded Authority Citation N/A</p> <p>Disposition Instruction</p> <p>Retention Period Destroy after 7 years.</p> <p>Additional Information</p> <p>GAO Approval Not Required</p>		Manual Citation	Manual Title	T 21 - 09 R 12.00	AF RDS
Manual Citation	Manual Title					
T 21 - 09 R 12.00	AF RDS					

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 in this schedule are not now needed for the business of the agency or will not be needed after the retention periods specified.

Signatory Information

Date	Action	By	Title	Organization
12/31/2016	Certify	Tommy Lee	Air Force Records Officer	AFU 0341 0461 0342 - AFU 0341 0461 0342
06/28/2017	Submit for Concurrence	Richard Noble	Senior Appraisal Archivist	National Archives and Records Administration - Records Management Services
07/11/2017	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
07/11/2017	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
07/13/2017	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist