

Request for Records Disposition Authority

Records Schedule Number **DAA-AFU-2019-0001**

Schedule Status **Approved**

Agency or Establishment **Department of the Air Force**

Record Group / Scheduling Group **Air Force Undifferentiated**

Records Schedule applies to **Agency-wide**

Schedule Subject **Developmental Engineering (62 Series) - Manufacturing Methods (T62-01)**

Internal agency concurrences will be provided **No**

Background Information **This schedule completely replaces current Rules for Table 62-01. This schedule is media neutral.**

Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
2	0	2	0

GAO Approval

Outline of Records Schedule Items for DAA-AFU-2019-0001

Sequence Number	
1	Manufacturing Methods Program Policies Disposition Authority Number: DAA-AFU-2019-0001-0001
2	Manufacturing Methods Project Files Disposition Authority Number: DAA-AFU-2019-0001-0002

Records Schedule Items

Sequence Number					
1	<p>Manufacturing Methods Program Policies</p> <p>Disposition Authority Number DAA-AFU-2019-0001-0001</p> <p>Records relating to the establishment of policies, procedures, objectives, technical assistance and consultation in regard to manufacturing methods, maintained at HQ USAF and OPRs designated by HQ AFMC.</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? Yes</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>T62-01 R01.00</td> <td>AF RDS</td> </tr> </tbody> </table> <p>GRS or Superseded Authority Citation N1-AFU-90-03 / 84/1/2</p> <p>Disposition Instruction</p> <p>Retention Period Destroy immediately after 7 years</p> <p>Additional Information</p> <p>GAO Approval Not Required</p>	Manual Citation	Manual Title	T62-01 R01.00	AF RDS
Manual Citation	Manual Title				
T62-01 R01.00	AF RDS				
2	<p>Manufacturing Methods Project Files</p> <p>Disposition Authority Number DAA-AFU-2019-0001-0002</p> <p>Manufacturing methods project files at OPRs designated by HQ AFMC, or at responsible system or project offices, to include contractual and procurement records; financial management reports; progress letters; patent, copyright, exhibits and other supporting data; interim engineering reports, photographs, drawings, motion picture film, slides, X-rays, diagrams, schedules, preliminary specifications, revised processes, procedures and other supporting data; final technical reports describing the manufacturing methods required; detailed</p>				

specifications, pertinent bibliography, glossary, symbols, recommendation for changes in military specifications; related data.

Final Disposition Temporary

Item Status Active

Is this item media neutral? Yes

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? Yes

Do any of the records covered by this item exist as structured electronic data? Yes

Manual Citation	Manual Title
T62-01 R03.00	AF RDS

GRS or Superseded Authority Citation N1-AFU-92-26 / 84/1/3
N1-AFU-90-03 / 84/1/4

Disposition Instruction

Retention Period Destroy 30 year(s) after completion, termination, or retirement of manufacturing method project and/or case file

Additional Information

GAO Approval Not Required

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
12/10/2018	Certify	Tommy Lee	Air Force Records Officer	AFU 0341 0461 0342 - AFU 0341 0461 0342
08/19/2020	Submit for Concurrence	Richard Noble	Senior Appraisal Archivist	National Archives and Records Administration - Records Management Services
09/01/2020	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
09/03/2020	Concur	Laurence Brewer	Chief Records Officer	National Records and Archives Administration - National Records and Archives Administration
09/03/2020	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist