

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

LEAVE BLANK

JOB NO.

N1-AF4-86-35

DATE RECEIVED

2/12/86

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disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10. If no records are proposed for disposal, the signature of the Archivist is not required.

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 MANAGEMENT BRANCH

4. NAME OF PERSON WITH WHOM TO CONFER

MRS GRACE T. ROWE

5. TELEPHONE EXT.

694-3527

DATE

6-23-86

ARCHIVIST OF THE UNITED STATES

Frank A. Bink

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 2 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 <i>27 JAN 1986</i>	C. SIGNATURE OF AGENCY REPRESENTATIVE <i>Grace T Rowe</i>	D. TITLE GRACE T. ROWE Records Management Branch Directorate of Administration
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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 GRS OR SUPERSEDED JOB CITATION	10.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)
1	<p>Maintenance Management Deficiency Records and Reporting (Table 66-1) Applicable AF-wide</p> <p>The purpose of this submission is to add rules 14 to cover radiac equipment maintenance record (AFTO Form 140). These forms show document maintenance on X-ray equipment. It should be maintained with the equipment and destroyed 2 years after date of last entry provided all inspection data has been cleared.</p>		
2	<p>Rule 15 is also added to cover information systems maintenance instructions (ISMI). These instructions should be destroyed no later than 2 years after superseded, obsolete or rescinded. These instructions provide a means for standard issuance of inspection and servicing requirements, operational performance checks, minor modifications, and special maintenance instructions related to information systems equipment maintained by AFCC for which formal AFTO procedures have not been published.</p> <p><i>copy to agency NMM, NND 4/14/86</i></p>		

TABLE 66-1

R U L E	A	B	C	D
	If documents are or pertain to	consisting of	which are	then
14 *	Radiac Equipment Maintenance Record (AFTO Form 140)	pertinent inspection data	maintained with equip- ment	destroy 2 years after date of last entry provided all inspec- tion data has been cleared
15 *	information-systems maintenance instruc- tions (ISMI)	record set of each publica- tion, which includes a printed copy of each edited, manuscript, printed copy of each form prescribed, record showing signature of approving authority, record showing latest annual review by approving authority, and related background material such as records relating to develop- ing, coordinating and issuing each publication		Destroy not later than 2 years after superseded, obsolete or rescinded