

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

LEAVE BLANK

JOB NO

NI-ARU-86-49

DATE RECEIVED

4/25/86

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

NOTIFICATION TO AGENCY

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.

6943431

DATE

6-27-86

ARCHIVIST FOR THE UNITED STATES IS NOT REQUIRED FOR APPROVAL OF PERMANENT RETENTION OF RECORDS

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 3 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 22 APR 1986	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7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARS USE ONLY)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>Specialized Publications (Table 8-1) (Applicable to the Air Force Technical Applications Center (AFTAC))</p> <p>The purpose of this submission is to establish disposition for the record sets of Technical Instructions (TI) and Laboratory Procedures (LP). The Technical Application Center desires permanent retention for these records to show chronologically the history throughout the TI/LP life cycle. Once TI/LP is superseded by a later edition, changed, or rescinded the records must be retained for research purposes to show how the original TI/LP was formulated and changed from its original form/concept through the various changes it undergoes due to modification of equipment and/or procedures. Also, not all equipment at all locations within AFTAC is modified at the same time. Those earlier editions must be available for retrieval in order to reinstate/supply the required records. All commercial manuals applicable to AFTAC peculiar equipment are integrated into the TI system.</p> <p>The volume in current files areas for TIs is approximately 35.5 cubic feet; for LP about 8 cubic feet. On hand figures are for TIs about 50 cubic feet; LPs 8 cubic feet. Annual accumulation is about 5 cubic feet for TIs and 2 cubic feet for LPs.</p>		

115-108 Copies sent to Agency,
NCF, NNI, + NNM, 6-27-86, emb.

NSN 7540-00-834-4064

They may be offered to NARA in 5-year blocks when the latest records in the block are 25 years old.

TI's, Technical Instructions, are created as the need arises to support specialized equipment operated and maintained by AFTAC. These records are used daily to operate and maintain equipment. Special uses include, but are limited to, parts requisitioning, trouble shooting, maintenance, modification and training.

LPs, Laboratory Procedures, are created as the need arises to support specialized equipment operation, calibration, and sample processing by AFTAC personnel. These records are used daily.

TABLE 8-1

SPECIALIZED PUBLICATIONS

R U L E	A	B	C	D
	If the documents are or pertain to	consisting of	which are	then
*20	Air Force Technical Applications Center (AFTAC) Technical Instructions (TI) and Laboratory Procedures (LP)	Record sets of each TI and LP issued by AFTAC which include a printed copy of each issuance, manuscript, technical writer draft, authorization documentation, coordination record, latest annual review, and background material used in the development of the TI or LP.	maintained at Technical Operations Division	retire as permanent (Note 5)