

REQUEST FOR RECORDS DISPOSITION AUTHORITY

(See Instructions on reverse)

LEAVE BLANK

JOB NO.

N1-AFU-86-50

DATE RECEIVED

5/9/86

NOTIFICATION TO AGENCY

In accordance with the provisions of 44 U.S.C. 3303, 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disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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

Mr. R. P. Dwyer

5. TELEPHONE EXT.

694-3494

DATE

9-3-87

ARCHIVIST OF THE UNITED STATES

Frank A. Rumble

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 7 MAY 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	B. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARS USE ONLY)
1	<p>USE OF AIR FORCE INSTALLATIONS BY NON-DOD AIRCRAFT (Table 55-1) (Applicable Air Force-wide)</p> <p>Rules 1 - 3. The dispositions for these rules are changed to "destroy 2 years after expiration date of AF Form 181 or when superseded", as its records are interrelated. The disposition is flexible, using the maximum disposition of the three current rules, but allowing destruction of records sooner if superseded.</p>	NN-170-33	
2	<p>Rule 4. The disposition is changed to "destroy 2 years after settlement of insurance claims or completion of administrative actions", which is necessarily similar to proposed revised Rules 1 - 3 dispositions. Description is changed to include copies of Rule 1, as well as Rules 2 and 3 records, for insurance claims purposes only.</p>	NN-170-33	
3	<p>Rule 4.1. Added to cover disposition of machine printout listings of landing permits. The printouts are destroyed when superseded.</p>		
4	<p>Rule 4.2. Added to cover disposition of the actual computer entries that are used to produce Rule 4.1 printout listings of landing permits. When permit expires, the computer entry is deleted.</p>		
<p><i>copy to agency 9-3-87</i></p>			<p><i>6 Items</i></p>

TABLE 55-1

USE OF AIR FORCE INSTALLATIONS BY NON-DOD AIRCRAFT

R U L E	A	B	C	D
	If documents are or pertain to	consisting of	which are	then
1	approved requests	civil aircraft landing permits (AF Form 181) and related correspondence		*destroy 2 years after expiration date of AF Form 181 or when superseded.
2		hold-harmless agreements (AF Form 180) and related correspondence		
3		certificates of insurance (AF Form 203) and related correspondence		
4		*copies of rules 1, 2 and 3 records required for insurance claims resulting from an accident or violation of AFR 55-20		*destroy 2 years after settlement of insurance claims or completion of administrative actions.
4.1 *		printout listing of landing permits		destroy when superseded.
4.2 *		computer entries of rule 4.1 records		destroy (delete) when permit expires.