

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

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

JOB NO.

N1-AFU-87-34

DATE RECEIVED

8-12-87

1. FROM (Agency or establishment)

DEPARTMENT OF THE AIR FORCE

2. MAJOR SUBDIVISION

Directorate of Information Management and Administration

3. MINOR SUBDIVISION

Records Management Policy Section

4. NAME OF PERSON WITH WHOM TO CONFER

Pierre J. Jost

5. TELEPHONE EXT.

694-3527

DATE

9/11/87

ARCHIVIST OF THE UNITED STATES

[Signature]

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disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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.

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 two 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 4 Aug 87	C. SIGNATURE OF AGENCY REPRESENTATIVE <i>Grace T Row</i>	D. TITLE GRACE T. ROWE, Chief, Records Mgmt Policy Directorate of Info Mgmt and 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 GRS OR SUPERSEDED JOB CITATION	10.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 align="center">FLIGHT OPERATIONS (TABLE 60-3, R 1-2.2) APPLICABLE AIR FORCE-WIDE</p> <p>The purpose of this request is to change, and add new disposition instructions and also to clarify the contents of some of the following records and specify at what organizational level they are maintained:</p> <p>1 Terminal Instrument Procedures (TERPS). We want to change the portion indicating "established by commanders having jurisdiction over airports" and replace it by "from Air Force activities, FAA, and other Government Agencies". Also we want to indicate that these records are now maintained at all Air Force organizational level concerned rather than kept only by the Defense Mapping Agency Aerospace Center. Finally, we want to change the disposition from "see table 96-3" to "destroy after three months...are transferred" (see proposed table). Also we are adding 3 NOTES at the bottom of the table.</p> <p>2 In addition, Rule 1.1 will cover the same type of records as above but will be maintained only at TERPS automating agencies only. Consequently, the disposition will be as follows: "destroy when superseded or obsolete. Send to gaining activity when responsibilities are transferred."</p>		<p align="right"><i>52</i></p>

REQUEST FOR RECORDS DISPOSITION AUTHORITY – CONTINUATION

JOB NO.

PAGE

OF

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3	<p>Finally, Rules 2 through 2.2 have the same disposition instructions as Rule 1.1 but are different as one rule (R2) is for Background Material, the next one covers the Automation Data Summary and Obstruction Data (R2.1), and the last one (R2.2) is for the Master Maps.</p> <p>JUSTIFICATION: We have checked with the USAF office responsible for this type of records and they recommended that the attached proposed table be approved. These new rules will be more practical to use as they pinpoint the exact disposition of each record at different organizational levels.</p>		

TABLE 60-3

FLIGHT OPERATIONS

R U L E	If documents are or pertain to	consisting of	which are	then
1	Terminal Instrument Procedures (TERPS)	source records of approach and departure procedures, including charts, maps, sketches, photographs, drawings and related data from Air Force activities, FAA and other government agencies		destroy three months after superseding records are incorporated into a Flight Information Publication (FLIP). Send to gaining activity when responsibilities are transferred. (See Notes 1 and 3)
1.1			at TERPS automating agencies	destroy when superseded or or obsolete. Send to gaining activity when responsibilities are transferred.
2	TERPS Supporting Background Materiel	plans, letters, reports, and related correspondence supporting/affecting TERPS procedures		
2.1	TERPS Automation Data Summary and Obstruction Data	AFCC Form 7, TERPS Automation Data Summary and AFCC Form 7A, Obstruction Data, and comparable computer printouts		
2.2	TERPS Master Maps	generated from obstruction data forms (See Note 2)		

- NOTES: 1. See T10-2, R7 for disposition of project files of proposed TERPS actions.
 2. See T88-2, R5 for disposition of Civil Engineering maps and drawings.
 3. See T96-3 for disposition of records maintained at Defense Mapping Agency (DMAAC).