REQUEST FOR RECORDS DISPOSITION AUTHORITY  
(See instructions on reverse)

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

FROM (Agency or establishment):  
DEPARTMENT OF THE AIR FORCE

MAJOR SUBDIVISION:  
Directorate of Info Mgmt and Administration, SAF/AAD

MINOR SUBDIVISION:  
Information Management Policy Branch

NAME OF PERSON WITH WHOM TO CONFER:  
Mr. R. P. Dwyer  
695-1667

NOTE:  
In accordance with the provisions of 44 U.S.C. 3305, the disposal request, including assessments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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.

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:  

B. DATE  
29 JUL 1988

C. SIGNATURE OF AGENCY REPRESENTATIVE  
Grace T. Rowe

D. TITLE  
Chief, Records Mgmt Policy Section  
Directorate of Info Mgmt and Admin

ITEM NO

DESCRIPTION OF ITEM  
(With inclusive Dates of Retention Periods)

VISUAL INFORMATION (VI) PROPERTY AND EQUIPMENT (Table 700-26)  
(Applicable Air Force-wide)

Air Force is adding Table 700-26, and it includes VI records not listed in current Table 95 series. The table consists mainly of reference rules to dispose of records per other AFR 12-50 tables. We are incorporating the Table 95 series records into the Table 700 series, specifically Tables 700-21 to 700-25.

1 Rules 1, 5-9. We are disposing of VI supply and equipment, equipment historical, equipment maintenance, and equipment not mission capable records and reports per Table 66 (Equipment Maintenance) and Table 67 (Supply) disposition rules.

2 Rule 2. HQ USAF and Major Commands (MAJCOMs) only need to keep the Annual Programming Document for Television Equipment (APDTE) until it is no longer needed.

3 Rule 3. HQ Aerospace Audiovisual Service (HQ AAVS) only needs to keep their APDTE records until one year after last fiscal year listed in the plan.

4 Rule 4. HQ AAVS only needs to keep APDTE background information until it is no longer needed or superseded.
**TABLE 700-26**

**VISUAL INFORMATION PROPERTY AND EQUIPMENT**

<table>
<thead>
<tr>
<th>RULE</th>
<th>A</th>
<th>B</th>
<th>C</th>
<th>D</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>If records are consisting of visual information supply and equipment</td>
<td>Film/Tape (Audio and Video) Control Log (AAVS Form 5), lens inventory listings, and related records</td>
<td>prescribed by AFR 67-23, AAVS Supplement 1</td>
<td>see table 67-3, rule 1.</td>
</tr>
<tr>
<td>2</td>
<td>television equipment programming</td>
<td>Annual Programming Document for Television Equipment (APDTE)</td>
<td>at HQ USAF and MAJCOMs</td>
<td>destroy when no longer needed.</td>
</tr>
<tr>
<td>3</td>
<td>background information and correspondence pertaining to the APDTE and other miscellaneous VI equipment requests, including equipment lists and duplicate or informational financial documents</td>
<td>at HQ AAVS and originating activities</td>
<td>destroy 1 year after last FY listed in plan.</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>audiovisual and VI equipment historical records</td>
<td>historical documents; e.g., Significant Historical Data (AFTO Form 95)</td>
<td>prescribed by T.O.-00-20-8 and AAVS Regulation 66-5</td>
<td>see table 66-3, rule 6.</td>
</tr>
<tr>
<td>5</td>
<td>audiovisual and VI equipment maintenance</td>
<td>Maintenance Data Collection Record (AFTO Form 349)</td>
<td>prescribed by AAVS Regulation 66-5</td>
<td>see table 66-8, rule 28</td>
</tr>
<tr>
<td>6</td>
<td>job control logs</td>
<td></td>
<td></td>
<td>see table 66-8, rule 25</td>
</tr>
<tr>
<td>7</td>
<td>maintenance plans</td>
<td></td>
<td></td>
<td>see table 66-8, rule 2.</td>
</tr>
<tr>
<td>8</td>
<td>audiovisual equipment not mission capable</td>
<td>audiovisual equipment not mission capable maintenance supply report (RCS: MAC-AAVS-LGM(M)7101)</td>
<td>prescribed by AAVS Regulation 66-4</td>
<td>see table 66-4, rule 12</td>
</tr>
</tbody>
</table>