

REQUEST FOR RECORDS DISPOSITION AUTHORITY

(See Instructions on reverse)

LEAVE BLANK

JOB NO.

NI-AFU-88-46

DATE RECEIVED

8-2-88

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 Info Mgmt and Administration, SAF/AAD

3. MINOR SUBDIVISION

Information Management Policy Branch

4. NAME OF PERSON WITH WHOM TO CONFER

Mr. R. P. Dwyer

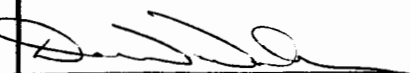
5. TELEPHONE EXT.

695-1667

DATE

12/4/85

ARCHIVIST OF THE UNITED STATES



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 B of the GAO Manual for Guidance of Federal Agencies, is attached.

A. GAO concurrence: is attached; or is unnecessary.

8. DATE

29 JUL 1988

C. SIGNATURE OF AGENCY REPRESENTATIVE

Grace T. Rowe

D. TITLE

GRACE T. ROWE
Chief, Records Mgmt Policy Section
Directorate of Info Mgmt and Admin

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 GRS OR SUPERSEDED JOB CITATION	10.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>VISUAL INFORMATION (VI) PROPERTY AND EQUIPMENT (Table 700-26) (Applicable Air Force-wide)</p> <p>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.</p> <p>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.</p> <p>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.</p> <p>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.</p> <p>Rule 4. HQ AAVS only needs to keep APDTE background information until it is no longer needed or superseded.</p>		

TABLE 700-26

VISUAL INFORMATION PROPERTY AND EQUIPMENT

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including equipment lists and duplicate or informational financial documents		destroy when no longer needed or when superseded, whichever is sooner.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