


REQUEST FOR RECORDS DISPOSITION AUTHORITY <i>(See Instructions on reverse)</i>		LEAVE BLANK	
TO: GENERAL SERVICES ADMINISTRATION NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408		JOB NO. <i>NI-AFW-89-8</i>	DATE RECEIVED <i>12/22/88</i>
1. FROM (Agency or establishment) DEPARTMENT OF THE AIR FORCE - HQ USAF		NOTIFICATION TO AGENCY	
2. MAJOR SUBDIVISION DIRECTORATE OF INFORMATION MANAGEMENT AND ADMINISTRATION		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disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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.	
3. MINOR SUBDIVISION RECORDS MANAGEMENT POLICY SECTION			
4. NAME OF PERSON WITH WHOM TO CONFER Pierre J. Jost	5. TELEPHONE EXT. 694-3527	DATE <i>1/4/89</i>	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 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 19 Dec 88	C. SIGNATURE OF AGENCY REPRESENTATIVE <i>Grace T Rowe</i>	D. TITLE GRACE T. ROWE, Chief, Rec Mgt Policy Section Directorate of Information Mgt and Admin
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7. ITEM NO.	8. DESCRIPTION OF ITEM <i>(With Inclusive Dates or Retention Periods)</i>	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN <i>(NARS USE ONLY)</i>
1	<p>CIVIL AVIATION AND MILITARY FLIGHT PLAN RECORDS (TABLE 60-2, RULE 3) (Applicable Air Force-wide)</p> <p>Because of a change in one of our regulations concerning General Flight Rules, we have to change the disposition of the flight plans in our records disposition standards from "destroy when no longer needed or after 1 month, whichever is sooner (see note 2)" to "destroy 1 year after month in which flight was accomplished." We also want to delete Note 2 of that same rule that prescribes that the DOD International Flight Plan at Lajes Field, Azores, be destroyed after 3 months because it is no longer needed since all the flight plans will be destroyed after 1 year.</p> <p>Request you approve this change.</p>		

TABLE 60-2

CIVIL AVIATION AND MILITARY FLIGHT PLAN RECORDS

R U L E	A	B	C	D
3	flight plans	documents required for all flights in AF aircraft, such as military and international flight plans with required attachments; weather briefings; pilot flight plan and log, or command-approved substitute, with any plan changes; related correspondence; and, as appropriate, copies of FAA flight plans, ICAO flight plans (Flip Planning III), or USAFE flight plan, and Weight and Balance Clearance Form F (see note 1)		destroy documents ^{1 year} after month in which flight was accomplished.

NOTE 2: (RESERVED)