

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

LEAVE BLANK

JOB NO.

NI-AFU-89-29

DATE RECEIVED

7/18/89

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

1. FROM (Agency or establishment)

DEPARTMENT OF THE AIR FORCE - HQ USAF

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

2/13/89

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

C. SIGNATURE OF AGENCY REPRESENTATIVE

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D. TITLE

GRACE T. ROWE, Chief, Rec Mgt Policy Sect
Directorate of Information Mgt 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 GRS OR SUPERSEDED JOB CITATION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

**AIR TRAFFIC CONTROL (ATC) RECORDS
(TABLE 60-1, RULES 1 AND 1.1)
(APPLICABLE AIR FORCE-WIDE)**

One of our Major Commands asked us to change one rule and add another one for the records pertaining to the disposition of the operational data. Because of changes in the regulation, they want to split Rule 1 in two and destroy the operations and positions logs, and daily report of controllers after 6 months (instead of 3). On the other hand, they want to keep the 3-month disposition for the approach control arrival/departure strips and other ATC information that we intend to add in Rule 1.1 The reason for these changes is that these records provide the necessary information needed to determine manning requirements in the USAF air traffic control facilities, and HQ Air Force Communications Command uses the previous six months of duty related data to determine facility manpower authorizations.

For reasons mentioned above, request you approve these two rules for inclusion in our disposition standards.

copy sent to agency 12/20/89

TABLE 60-1

TITLE OF TABLE
AIR TRAFFIC CONTROL (ATC) RECORDS

R U L E	A If the records are or pertain to	B consisting of	C which are	D then
1	operational data	operations and position logs, and daily report of control- lers		destroy (or erase) after 6 months (see rules 15, 16, 17 and note).
1.1		approach control arrival/ departure strips and other ATC information recorded as outlined in AFR 60-5		destroy (or erase) after 3 months (see rules 15, 16, 17 and note).

TABLE 57-3. CONTINUED

R U L E	A	B	C	D
	If the records are or pertain to	consisting of	which are	then
2	modification case files	historical background data, cost and schedules studies, management plans, modification evaluation documents, message and correspondence, ROCs, SEAORs, RADs, relating to the modification	at the modification project office during the life of the modification (from original proposal until the last unit is completed)	
2.1		reference copies of Rule 1	at intermediate monitoring offices	destroy when modification is converted into a technical order, or when no longer needed, whichever is sooner.
3	list of modifications	master copies prepared for publication by HQ USAF		hold in active files for 2 years; retire as permanent.
4		other copies	held by recipients	destroy when superseded by later issue.
5	modification studies for cost, schedules, feasibility, management, integration, testing or implementation of a modification	master copies, with changes or amendments		hold for 3 years after completion of the last unit; retire as permanent.
6		other copies	held by recipients	hold and/or destroy as dictated by the file of which they are a part.
7	class 1B modification distribution authority	requests for retention of recommendations and approval authorization	at HQ USAF project office or intermediate offices	hold in active file as long as the modification is retained in the unit modified; hold for 1 year; retire as permanent.

60. Flying. These tables cover records pertaining to regulations for air traffic control, basic clearance and general flight regulations, flight clearance, military aircraft identification and security control, operational flight restrictions at bases, pilot and flight crew information file, instrument certification, flying proficiency, ratings, logging of flying time, investigation of flight violations; and use of parachutes.

TABLE 60-1

AIR TRAFFIC CONTROL (ATC) RECORDS

R U L E	A	B	C	D
	If the records are or pertain to	consisting of	which are	then
1	operational data	operations and position logs, daily report of controllers, approach control arrival/departure strips and other ATC information recorded as outlined in AFR 60-5		destroy (or erase) after 3 months (see rules 15, 16, 17 and note).
2		tape, wire or disc recordings		hold for 15 days per AFR 60-5 (see rules 15, 16, 17 and note).
3		note pads and flight progress strips for recording weather information		destroy after 3 months (EXCEPTION: destroy when information is entered in operations log or is received by telautograph, teletype or other weather dissemination system).
4	administration	letters of agreement and operations letters	at preparing activities	destroy 1 year after superseded or rescinded.
5			at monitoring or reviewing activities	destroy when superseded or rescinded.

TABLE 60-1. CONTINUED

R U L E	A If the records are or pertain to	B consisting of	C which are	D then
5.1		facility memoranda	at preparing or monitoring activities	destroy 6 months after superseded or rescinded, or when no longer needed, whichever is sooner.
6	ATC analysis program	unit reports and related correspondence	at other than HQ USAF and HQ AFCC	destroy on receipt of succeeding report, or when reported action items are completed, whichever is later.
7			at HQ USAF and HQ AFCC	destroy after 3 years or when no longer needed, whichever is sooner.
8			(RESERVED)	
9			(RESERVED)	
10			analysis summary reports	destroy after 2 years or when no longer needed, whichever is sooner.
10.1		analysis checklists		destroy when related report is prepared.
11	ATC operations and aircraft/aircrew status reports	monthly aircraft/aircrew operational status reports containing data on aircraft status and utilization by type, mission, and flying hours expended; data on aircrew authorized/assigned and qualifications; and similar information	at HQ AFCC	destroy after 3 years.
12		ATC operations reports containing traffic count data and daily aircraft status	at HQ AFCC	destroy after 1 year or when no longer needed, whichever is sooner.
12.1		reports in rules 11 and 12	at all other activities	
13		ATC quarterly summary report	at MAJCOMs and below	destroy after 4 years.
14			at HO USAF	destroy after 3 years.
*15	data that relates to hazardous air traffic reports (see also tables 127-1, 127-2)		at unit level	destroy after 6 months.
*16		at numbered Air Force/Division level	destroy after 3 years.	
17		at HO AFCC	destroy after 5 years.	
18 thru 23	(RESERVED)			
24	minutes of meetings	minutes of ATC board meetings and related correspondence, which are a special collection maintained in addition to, but not duplicative of the board/committee case files in tables 25-3		destroy after 2 years.
25	operational evaluations	individual reports and related papers; NOTAM systems, Pilot to Forecaster Service flight evaluations, Air Traffic Service facility monitor reports, mission records, and other pertinent data		destroy after 1 year.
26		(RESERVED)		
27		evaluation worksheet		destroy after related report is prepared.
28		tape recordings		destroy data after 3 months or when no longer needed, whichever is sooner.

*NOTE:

AFCC area/independent region may extend this retention time for overseas units to a maximum of 30 days where normal mail delays preclude the proper processing of OHR and incident reports.