

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 GRS OR SUPERSEDED JOB CITATION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.

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).