

REQUEST FOR RECORDS DISPOSITION AUTHORITY (See Instructions on reverse)		LEAVE BLANK (NARA use only)	
TO NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		JOB NUMBER NT-AFLC-92-12	DATE RECEIVED 10-28-91
1 FROM (Agency or establishment) DEPARTMENT OF THE AIR FORCE		NOTIFICATION TO AGENCY	
2 MAJOR SUBDIVISION Directorate of Information Management		In accordance with the provisions of 44 U.S.C. 3303a the disposition request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	
3 MINOR SUBDIVISION Policy Division, SAF/AAIA			
4 NAME OF PERSON WITH WHOM TO CONFER Mr. R. P. Dwyer	5. TELEPHONE 703-614-3494	DATE FOR ARCHIVIST OF THE UNITED STATES 1/28/92 James W. Sycamore	

6 AGENCY CERTIFICATION
I hereby certify that I am authorized to act for this agency in matters pertaining to the disposition of its records and that the records proposed for disposal on the attached 35 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, under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies.

is not required; is attached; or has been requested.

DATE 27 SEP 1991	SIGNATURE OF AGENCY REPRESENTATIVE <i>Grace T Rowe</i>	TITLE GRACE T. ROWE Chief, Records Mgmt Policy Branch Directorate of Information Mgmt
---------------------	-----------------------------------------------------------	------------------------------------------------------------------------------------------------

7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
	<p>ONE-TIME AUTHORIZATION FOR EARLY DISPOSAL OF SHORT TERM TEMPORARY RECORDS DUE TO CLOSURE OF GEORGE AIR FORCE BASE, CALIFORNIA</p> <p>Request NARA approval allowing George AFB to destroy their temporary records listed in attachment 1, as requested by NARA per attachment 2. George AFB, scheduled to close in October 1992, will transfer temporary records not eligible for destruction to the Los Angeles (Laguna Niguel) Federal Records Center vice San Francisco Federal Records Center mentioned in attachment 2.</p> <p>Pen and ink changes on attachment 1 reflect the following: Records crossed out entirely means that NARA approved their destruction in prior base closure actions. Records with disposition dates partially crossed out or changed means that NARA approved the destruction of these and earlier years records and now we need approval of the later years records. Also, records disposition dates often cover future 1992 records. For example, Item 14 in attachment 1 shows 2 year medical logistics letters scheduled for destruction in January 1995; which means these are 1992 records.</p>		

Copy sent to NCF 2/14/92

11/09/91

FILES MAINTENANCE AND DISPOSITION PLAN

OFFICE:

UNIT:

GOVERNING DIRECTIVE(S):

MSSO/CLOSE

GEORGE AFB, CA

CHIEF OF OFFICE : COY T. DICIMAN,

PREPARED BY:

DATE PREPARED: 06/09/91

APPROVED BY:

*** NOT APPROVED ***

DATE APPROVED: / /

ITEM	TITLE	DESTRUCTION DATES		DISPOSITION
1	REGS, MANUALS, SUPPLEMENTS, STAFF W/O MAJCOM/AF-WIDE APPLICABILITY	7 YR	JAN 92 - JAN 2000 99	T 5-01 R03.00
2	FORMS AND CORRESPONDENCE FOR PRINTING	1 YR	JAN 92 - JAN 94	T 6-01 R06.00
3	REQUISITIONS AND CORRESPONDENCE FOR DUPLICATING OR MICROGRAPHICS	3 MO	UP TO MAR 93	T 6-01 R08.00
4	PUBLIC PRINTER SERVICES & OTHER PRINTING SOURCES/ACCT RECORDS	3 YR	JAN 92 - JAN 96	T 6-01 R12.00
5	REPROGRAPHICS PRODUCTION	3 MO	UP TO MAR 93	T 6-01 R13.00
6	PRINTING/DUPLICATING/MICROGRAPHIC/ COPYING REPORTS	1 YR	[REDACTED] - OCT 93	T 6-01 R15.00
7	COPIER CASE FILE (LEASED/RENTED COPIER)	1 YR	JAN 92 - JAN 94	T 6-01 R17.00
8	COPIER CASE FILE (OWNED COPIER)	1 YR	OCT 92 - OCT 94	T 6-01 R18.00
9	ACCOUNTABLE FORMS/DISTRIBUTION STATUS	2 YR	[REDACTED] - JAN 95	T 7-01 R03.00
10	ACCOUNTABLE FORMS ACCOUNTABILITY - SIGNED RECEIPTS/DESTR CERTIFICATES	2 YR	JAN 92 - JAN 95	T 7-01 R05.00
11	ACCOUNTABLE FORMS ACCOUNTABILITY CUSTOMER'S COPIES	2 YR	[REDACTED] - JAN 95	T 7-01 R05.01
12	PUBLICATIONS BULLETINS AT ISSUING ACTIVITIES & PDOs	1 YR	[REDACTED] - JAN 94	T 7-01 R06.00
13	CONSOLIDATED BASE PERSONNEL OFFICE LETTERS (CBPOLs)	1 YR	JAN 92 ⁹³ - JAN 94	T 8-01 R13.00
14	AF MEDICAL LOGISTICS LETTERS (AFMLL) COPIES	2 YR	[REDACTED] - JAN 95	T 8-01 R15.00

WITHDRAWN
WITHDRAWN
WITHDRAWN

11/09/91

FILES MAINTENANCE AND DISPOSITION PLAN

MSSQ/CLOSE

ITEM	TITLE		DESTRUCTION DATES	DISPOSITION
15	NUMERICAL FORMS FILE	1 YR	JAN 92 - JAN 94	T 9-01 R03.00
16	FORMS MANAGEMENT ACTIVITY RECORD (AF FORM 1798)	1 YR	JAN 92 - JAN 94	T 9-01 R08.00
17	FORMS REGISTER (AF FORM 1797)	1 YR	JAN 92 - JAN 94	T 9-01 R09.00
18	GENERAL CORRESPONDENCE (TEMPORARY)	1 YR	JAN ⁹³ / 92 - JAN 94	T 10-01 R02.00
19	GENERAL CORRESPONDENCE (TEMP) DUPE FILES KEPT BY ACTION OFFICER	1 YR	JAN ⁹³ / 92 - JAN 94	T 10-01 R03.00
20	MESSAGE FILE/COPIES SEPARATE SERIES MAINTAINED FOR POLICY REF	1 YR	JAN 92 - JAN 94	T 10-01 R06.01
21	MESSAGE FILE/ALPERSCOM & AIG 8106 B/W SERIES USED AS POLICY REF	1 YR	 JAN 94	T 10-01 R06.02
22	OFFICE PROJECTS/STUDIES BELOW MAJ SUB COMD - NO PUBLICATION ISSUED	2 YR	 JAN 95	T 10-01 R09.00
23	ADDRESS INDICATING GROUP CASE FILES	3 MO	UP TO MAR 93	T 10-01 R16.00
24	BACKGROUND MATERIAL TO ORDERS	1 YR	 OCT 93	T 10-03 R01.00
25	TEMP. ORDERS (M-, F-, T-, Y-, PA-, PB-, SPECIAL, & SQD NON-PREFIXED)	1 YR	 OCT 93	T 10-03 R03.00
26	CONGRESSIONAL INQUIRIES	2 YR	JAN 92 - JAN 94	T 11-02 R03.00
27	CONGRESSIONAL INQUIRIES - ROUTINE NONCONTROVERSIAL BELOW HQ/USAF	2 YR	JAN ⁹³ / 92 - JAN 95	T 11-02 R03.01
28	HOST-TENANT SUPPORT AGREEMENTS	3 YR	JAN ⁹⁸/92 - JAN 99	T 11-02 R12.00
29	SUPPORT AGREEMENTS - OTHER THAN 11-4. 400-27, OR PROC DIRECTIVE	6 YR	JAN ⁹⁸/92 - JAN 99	T 11-02 R13.02
30	FUND-RAISING CAMPAIGNS	1 YR	JAN ⁹³ / 92 - JAN 94	T 11-02 R13.00
31	OFFICIAL VISITS/STAFF VISITS - AT INTERMEDIATE/MONITORING OFFICES	1 YR	*JAN 92 - JAN 94	T 11-02 R18.00
32	OFFICER OF THE DAY & CHARGE OF QUARTERS REPORTS	3 MO	UP TO MAR 93 ✓	T 11-02 R22.00
33	OVERTIME REQUESTS	3 YR	JAN ⁹³ / 92 - JAN 96	T 11-02 R34.00

WITHDRAWN

WITHDRAWN

11/09/91

FILES MAINTENANCE AND DISPOSITION PLAN

MSSO/CLOSE

ITEM	TITLE	DESTRUCTION DATES		DISPOSITION
34	MICROFORM SYSTEMS DISAPPROVAL - SYSTEMS AT ORIGINATING OFFICES	2 YR	JAN 92 - JAN 95	T 12-01 R16.01
35	FREEDOM OF INFO ACT PROGRAM - REQUESTS GRANTED	2 YR	 JAN 95	T 12-01 R24.00
36	FASCAF/CSIP/PIF PROJECTS - APPROVED REQS - AT MAJCOMs/SOAs	2 YR	JAN 92 - JAN 95	T 25-02 R07.00
37	FASCAF/CSIP/PIF PROJECTS - APPROVED REQS - BELOW MAJCOMs/SOAs	1 YR	JAN 92 - JAN 94	T 25-02 R09.00
38	FASCAF/CSIP/PIF PROJECTS - DISAPPROVED REQUESTS	1 YR	JAN 92 - JAN 94	T 25-02 R10.00
39	MANPOWER CHANGE REQUESTS - APPROVED/DISAPPROVED BELOW MAJCOM	1 YR	JAN 92 - JAN 94	T 26-01 R18.00
40	COMMERCIAL ACTIVITIES COST COMPARISON STUDIES	5 YR	JAN 92 - JAN 98	T 26-01 R27.00
41	CIVILIAN POSITION ESSENTIALITY STATEMENTS - BELOW HQ USAF	1 YR	JAN 92 - JAN 94	T 26-01 R34.00
42	USAF ORGANIZATIONAL RECORDS - FOR ACTION & JUSTIFICATION	2 YR	JAN 92 - JAN 95	T 27-01 R15.00
43	OFF-DUTY EMPLOYMENT REQUESTS/ APPLICATIONS - DISAPPROVED	1 YR	JAN 92 - JAN 94	T 30-01 R07.00
44	PROVISIONAL PASS SENT TO INDIVIDUAL'S COMMANDER OR STATION	3 MO	UP TO MAR 93	T 30-02 R07.00
45	ACCOUNTABILITY RECORDS OF ISSUANCE OF IDs COVERED BY 30-20	5 YR	JAN 92 - JAN 98	T 30-02 R15.00
46	PASSPORTS & VISAS AUTHORIZATIONS AND REQUESTS	6 MO	UP TO MAR 93 ✓	T 30-02 R17.00
47	ANNUAL REPORT OF PASSPORT APPLICATIONS	1 YR	JAN 92 - JAN 94	T 30-02 R18.00
48	TRANSACTION REGISTERS RESULTING FROM BASE LEVEL PER SYS-PSM CENTER	3 MO	UP TO MAR 93 ✓	T 30-04 R07.00
49	SYSTEM CHANGE REQUESTS (MAJCOM/SOA'S AND BELOW)	1 YR	JAN ⁹³ / 92 - JAN 94	T 30-04 R16.00

WITHDRAWN

WITHDRAWN

11/09/91

FILES MAINTENANCE AND DISPOSITION PLAN

MSSQ/CLOSE

ITEM	TITLE		DESTRUCTION DATES	DISPOSITION
50	STAFF TIME ALLOCATION AND VOLUNTEER SERVICE RECORDS	1 YR	JAN 92 - JAN 94	T 30-07 R05.00
51	PRIVATE ORGANIZATIONS' (PO) RECORDS	1 YR	JAN ⁹³ / 92 - JAN 94	T 34-01 R04.00
52	SELECTIVE REENLISTMENT AND RETENTION - SELECTION RECORDS	1 YR	 JAN 94	T 35-02 R02.00
53	SELECTIVE REENLISTMENT AND RETENTION - DUPLICATES OF RECORDS	6 MO	UP TO MAR 93	T 35-02 R03.00
54	SELECTIVE REENLISTMENT BONUS (SRB)	1 YR	JAN 92 - JAN 94	T 35-02 R05.00
55	SPECIAL RETENTION INITIATIVE OR SUGGESTIONS	1 YR	JAN 92 - JAN 94	T 35-02 R06.00
56	REENLISTMENT/RETENTION STATISTICS	2 YR	JAN 92 - JAN 95	T 35-02 R08.00
57	REPORTS, CONTROLLED OR UNCONTROLLED	1 YR	JAN 92 - JAN 94	T 35-02 R10.00
58	REENLISTMENT AND RETENTION PROGRAM	1 YR	JAN 92 - JAN 94	T 35-02 R11.00
59	ENLISTMENT/REENLISTMENT AGREEMENT/RE-UP ELIGIBILITY FORM	3 MO	UP TO MAR 93	T 35-03 R07.00
60	PERSONNEL ACTION FORMS (AF FORMS 2096 AND 2098)	1 MO	UP TO MAR 93	T 35-04 R03.00
61	PERSONNEL SELECTED FOR RELOCATION	1 YR	JAN 92 - JAN 94	T 35-04 R15.00
62	RELOCATION FOLDER OUTPROCESSING ON PCS OR TDY	3 MO	UP TO MAR 93 ✓	T 35-04 R22.00
63	CONTROLLED ITEM DESTRUCTION CERTIFICATES OR DISPOSITION RECORD	2 YR	JAN 92 - JAN 95	T 35-06 R06.00
64	RECORD OF TEST ADMINISTRATION	1 YR	JAN 92 - JAN 94	T 35-06 R08.00
65	AF OFFICER QUALIFYING TEST (AFOQT)	2 YR	JAN 92 - JAN 95	T 35-06 R11.00
66	ANSWER SHEETS FOR EST. RCAT, EDPT & AFDAT	1 YR	 JAN 94	T 35-06 R15.01
67	FLYING STATUS REPORTS	1 YR	OCT 92 - OCT 94	T 35-07 R02.00

WITHDRAWN

11/09/91

FILES MAINTENANCE AND DISPOSITION PLAN

MSSO/CLOSE

ITEM	TITLE		<u>DESTRUCTION DATES</u>	DISPOSITION
68	MISSILEMAN BADGE	1 YR	JAN 92 - JAN 94	T 35-07 R06.00
69	SPACE BADGE	3 MO	UP TO MAR 93	T 35-07 R12.00
70	OFFICER APPOINTMENT, PROMOTION, SELECTION BOARDS	6 MO	UP TO MAR 93	T 35-08 R02.00
71	AIRMAN PROMOTIONS BOARD PROCEEDINGS - AT CBPOs	1 YR	JAN 92 - JAN 94	T 35-08 R04.00
72	AIRMAN PROMOTIONS INQUIRIES, WAIVERS, SUPPLEMENTAL ACTIONS	1 YR	JAN 92 - JAN 94	T 35-08 R07.00
73	AIRMAN PROMOTIONS - REMOVAL FROM SELECTION LIST	1 YR	JAN 92 - JAN 94	T 35-08 R10.00
74	AIRMAN DEMOTIONS APPROVED AND DEMOTION DIRECTED	5 YR	JAN ⁹³92 - JAN 98	T 35-08 R11.00
75	SEPARATION PREPARATION - PROJECT FOLDER TO CONSOLIDATE PROCESSING	3 MO	UP TO MAR 93 ✓	T 35-09 R07.00
76	NCO STATUS - MONTHLY APPOINTMENT - AT UNITS	3 MO	UP TO MAR 93 ✓	T 35-10 R02.00
77	VACATION OF APPOINTMENT - AT CBPO, SPECIAL ACTIONS UNITS	1 YR	 JAN 94	T 35-10 R03.00
78	AIRMAN PROMOTION ELIGIBILITY LISTINGS	1 YR	JAN 92 - JAN 94	T 35-12 R04.00
79	AIRMAN PROMOTION INELIGIBILITY LISTINGS	1 YR	JAN ⁹³ 92 - JAN 94	T 35-12 R05.00
80	AIRMAN PROMOTION SELECTEES LISTINGS	1 YR	JAN ⁹³ 92 - JAN 94	T 35-12 R06.00
81	AIRMAN PROMOTION NON-SELECTEE LISTINGS	1 YR	JAN ⁹³ 92 - JAN 94	T 35-12 R07.00
82	AIRMAN PROMOTION SELECTION MONTHLY INCREMENT LIST	1 YR	JAN ⁹³ 92 - JAN 94	T 35-12 R08.00
83	PROMOTION TEST REQUIREMENTS (WAPS)	1 YR	JAN ⁹³ 92 - JAN 94	T 35-12 R10.00
84	WORLD WIDE MASTER PROMOTION NAME LIST	2 YR	JAN 92 - JAN 95	T 35-12 R22.00

WITHDRAWN ✓

11/09/91

FILES MAINTENANCE AND DISPOSITION PLAN

MSSQ/CLOSE

ITEM	TITLE		<u>DESTRUCTION</u> <u>DATES</u>	DISPOSITION
85	PROMOTION CORRESPONDENCE - CBFO COPIES	1 YR	 JAN 94	T 35-12 R39.00
86	MANNING AUTHORIZATIONS	6 MO	UP TO MAR 93 ✓	T 40-01 R20.00
87	CHRONOLOGICAL JOURNAL FILE	2 YR	JAN ⁹⁴ 92 - JAN 95	T 40-01 R17.00
88	EVALUATION/INSPECTION - AT MAJOR SUBORDINATE COMMANDS	1 YR	JAN 92 - JAN 94	T 40-01 R25.00
WITHDRAWN ✓ 89	PERSONNEL MANAGEMENT AND ADMINISTRATION	3 YR	JAN ⁹⁴ 92 - JAN 96	T 40-01 R26.00
90	DPM CERTIFICATES	2 YR	JAN 92 - JAN 95	T 40-02 R03.00
WITHDRAWN ✓ 91	RECORDS OF INDIVIDUAL PROMOTION ACTIONS	2 YR	 JAN 94	T 40-02 R10.00
WITHDRAWN ✓ 92	REDUCTION-IN-FORCE	2 YR	JAN ⁹⁴ 92 - JAN 95	T 40-02 R12.00
WITHDRAWN ✓ 93	EMPLOYEES SELECTED FOR OVERSEAS GIVEN U.S. RETURN RIGHT	1 YR	JAN 92 - JAN 94	T 40-02 R18.01
WITHDRAWN ✓ 94	AFFIRMATIVE ACTIONS PLAN	5 YR	JAN 92 - JAN 98	T 40-02 R19.01
WITHDRAWN ✓ 95	UNIFORM GUIDELINES ON SELECTION PROCEDURES, NEED ANALYSIS	5 YR	JAN 92 - JAN 98	T 40-02 R19.02
WITHDRAWN ✓ 96	EMPLOYEE PLACEMENT ASSISTANCE AT AFCPMC	2 YR	JAN 92 - JAN 95	T 40-02 R21.00
WITHDRAWN ✓ 97	EMPLOYEE PLACEMENT ASSISTANCE "STOPPER LISTS"	2 YR	JAN ⁹⁴ 92 - JAN 95	T 40-02 R22.00
WITHDRAWN ✓ 98	EMPLOYEE PLACEMENT ASST CASE FILES REGISTERED PPI & AOERP	2 YR	JAN ⁹⁴ 92 - JAN 95	T 40-02 R22.01
99	PART-TIME EMPLOYMENT PROGRAM	2 YR	JAN 92 - JAN 95	T 40-02 R23.00
WITHDRAWN ✓ 100	ANNUAL TRAINING, DEVELOPMENT AND FINANCIAL PLANS AT CCPOs	5 YR	JAN 92 - JAN 98	T 40-02 R01.00
101	TRAINING THROUGH INSTALLATION FACILITIES - COURSE FOLDERS	2 YR	JAN ⁹⁴ 92 - JAN 95	T 40-03 R04.00
102	TNG THOROUGH OTHER THAN INSTALLATION FCLTY - COURSE RCRDS	2 YR	JAN 92 - JAN 95	T 40-03 R06.00

11/09/91

FILES MAINTENANCE AND DISPOSITION PLAN

MSSQ/CLOSE

ITEM	TITLE		<u>DESTRUCTION</u> <u>DATES</u>	<u>DISPOSITION</u>
103	ANNUAL REPORT OF CIVILIAN TRAINING & DEVELOPMENT	3 YR	JAN 92 - JAN 96	T 40-03 R07.00
WITHDRAWN ✓ 104	PERFORMANCE/INCENT AWARDS RECOMMENDATIONS CORRESPONDENCE	2 YR	JAN 92 - JAN 95	T 40-04 R04.00
WITHDRAWN ✓ 105	ACTIONS RESULTING FROM POSITION SURVEYS	2 YR	JAN 92 - JAN 95	T 40-05 R05.00
106	BASIC PROGRAM - GENERAL ADMINISTRATION PERSONNEL FUNCTIONS	3 YR	JAN ⁹³ 92 - JAN 95	T 40-07 R01.00
107	AF FORM 684. NAF POSITION AUTHORIZATION LISTING	2 YR	[REDACTED] JAN 95	T 40-07 R12.00
108	CHRONOLOGICAL JOURNAL FILE	2 YR	JAN 92 - JAN 95	T 40-07 R27.00
WITHDRAWN ✓ 109	POSITION DESCRIPTIONS - RECORD COPIES	6 YR	JAN 92 - JAN 99	T 40-07 R33.00
110	CERTIFICATES OF PERFORMANCE/APPRaisal RATING	2 YR	JAN 92 - JAN 95	T 40-07 R41.00
111	GENERAL OR CASE FILES OF FORMS. MEMORANDA CORRESPONDENCE	3 YR	JAN 92 - JAN 96	T 40-07 R42.00
112	EMPLOYEE AWARDS FILES - CASH AND NON-CASH AWARDS	2 YR	[REDACTED] JAN 95	T 40-07 R48.00
113	COPIES OF LETTERS OF COMMENDATION AND APPRECIATION	2 YR	[REDACTED] JAN 95	T 40-07 R51.00
114	EMPLOYEE WORK SCHEDULES	2 YR	JAN 92 - JAN 96	T 40-07 R58.00
115	FEDERAL UNEMPLOYMENT COMPENSATION DATA	2 YR	JAN 92 - JAN 95	T 40-07 R59.00
116	SCHOOL QUOTAS/COURSE PROJECT FILE (AT OTHER THAN CBFOs)	6 MO	UP TO MAR 93 ✓	T 50-01 R01.00
117	FOREIGN TRAINEES REQUESTS FOR TRAINING. ETC - BELOW HQ USAF	2 YR	JAN 92 - JAN 95	T 50-01 R05.00
118	FACULTY BOARD PROCEEDINGS AND ADMINISTRATIVE DISENROLLMENTS	1 YR	JAN 92 - JAN 94	T 50-01 R11.00
119	TRAINING SUMMARIES	1 YR	[REDACTED] JAN 94	T 50-01 R18.00

11/09/91

FILES MAINTENANCE AND DISPOSITION PLAN

MSSO/CLOSE

ITEM	TITLE		DESTRUCTION DATES	DISPOSITION
120	GENERAL TRAINING REPORTS	1 YR	JAN 92 ⁹³ - JAN 94	T 50-01 R19.00
121	STUDENT CRITIQUES - FOR OTHER THAN CONTRACTOR TRAINING COURSES	2 MO	UP TO MAR 93	T 50-01 R24.00
122	ATTENDANCE AND RATING RECORD	1 YR	JAN 92 - JAN 94	T 50-02 R07.01
123	UNIT TRAINING PROGRAM - UNIQUE AND REQUIRED BY MAJCOM/SOA	6 MO	UP TO MAR 93	T 50-02 R06.01
124	USAF AIR TRAFFIC CONTROL (ATC) - CERTIFICATE CANCELLATION	1 YR	JAN 92 ⁹³ - JAN 94	T 50-02 R31.00
125	SUSPENSION/WITHDRAWAL OF USAF ATC CERTIFICATE AT OTHER ACTIVITIES	1 YR	JAN 92 ⁹³ - JAN 94	T 50-02 R40.00
126	ATC MONTHLY TRAINING SCHEDULES	1 YR	JAN 92 ⁹³ - JAN 94	T 50-02 R41.00
127	APPLICATIONS FOR FAA AIRMAN CERTIFICATION AND/OR RATING	1 YR	JAN 92 - JAN 94	T 50-02 R42.00
128	ATC FACILITY CLASSIFICATION NOTIFICATIONS	1 YR	JAN 92 ⁹³ - JAN 94	T 50-02 R43.00
129	ECI END OF COURSE TESTING & JOB INVENTORY PROGRAM	6 MO	UP TO MAR 93 ✓	T 50-02 R49.00
130	INDIV STUDENT/AIRCREW RECORDS (UPT. UNT. NBT)	3 MO	UP TO MAR 93	T 51-01 R01.01
131	FLIGHT INSTRUCTORS RECORDS	6 MO	UP TO MAR 93 ✓	T 51-01 R04.00
132	COMSEC DAILY OR SHIFT INVENTORIES - AT HOLDER ACCOUNTS	6 MO	UP TO MAR 93 ✓	T 56-01 R02.01
133	LOCAL DESTRUCTION REPORTS OF ACCOUNTABILITY LEGEND 3, 4, AND 5	2 YR	JAN 92 - JAN 95 ✓	T 56-01 R02.02
134	COMSEC VISITOR REGISTER - AF FORM 1109 - AT HOLDER ACCOUNTS	2 YR	JAN 92 ⁹³ - JAN 95	T 56-01 R06.00
135	CERTIFICATION OF REVIEW OF OPERATING INSTRUCTIONS. CARAs	1 YR	JAN 92 ⁹³ - JAN 94	T 56-01 R22.00
136	OTS, AECF, FLYING TNG APPLICATIONS - QUALIFIED IN TRAINING	1 YR	JAN 92 - JAN 94	T 53-02 R01.00
137	APPROVED REQUESTS - DD FORM 2402	2 YR	JAN '92 - JAN 95	T 55-01 R02.00

11/09/91

FILES MAINTENANCE AND DISPOSITION PLAN

MSSQ/CLOSE

ITEM	TITLE		<u>DESTRUCTION</u> <u>DATES</u>	DISPOSITION
138	DISAPPROVED REQUESTS	6 MO	UP TO MAR 93	T 55-01 R05.00
139	AIRCRAFT MISSION HISTORY REPORTS - AT PREPARING & INTERMEDIATE ACTYS	1 YR	JAN 92 - JAN 94	T 55-02 R07.00
140	PURCHASE OF AVIATION FUEL AND OIL	2 YR	JAN 92 - JAN 95	T 55-02 R08.00
141	SONIC BOOM DATA LOGS	1 YR	JAN 92 - JAN 94	T 55-06 R05.00
142	FLIGHT INSP RECORDS - OTHER ACTIVITIES	2 MO	UP TO MAR 93	T 55-10 R05.00
143	MISSION FOLLOWING FOLDERS	2 MO	UP TO MAR 93	T 55-12 R02.00
144	CONTROLLER TRAINING RECORDS	1 YR	JAN 92 - JAN 94	T 55-12 R04.00
145	EVENTS LOG	3 MO	UP TO MAR 93	T 55-12 R05.00
146	LOCAL DESTRUCTION REPORTS OF ACCOUNTABILITY LEGEND 3, 4, AND 5	2 YR	JAN 92 - JAN 95 ✓	T 56-01 R02.02
147	COMSEC MATERIAL ACCOUNTING RECORDS - RECORD OF CUSTODIANS	1 YR	JAN 92 - JAN 94	T 56-01 R03.00
148	COMSEC INCIDENT (COMPROMISE) FILES - AT CITED UNITS	1 YR	JAN 92 - JAN 94	T 56-01 R09.00
149	CERTIFICATION OF COMSEC CARA TRAINING EXERCISE	18 MO	UP TO MAR 93	T 56-01 R21.00
150	RED/BLACK INSPECTIONS (NACSIM 5203 INSPECTIONS)	1 YR	JAN 92 - JAN 94	T 56-02 R10.00
151	TEMPEST REPORTS	1 YR	JAN ⁹³ 92 - JAN 94	T 56-02 R12.00
152	ADPS ENTRY CONTROL	1 YR	JAN 92 - JAN 94	T 56-04 R13.00
153	CLASS II MODIFICATIONS	2 YR	JAN 92 - JAN 95	T 57-02 R07.00
154	OPERATIONAL DATA/OPERATIONS POSITION LOGS, OTHER ATC INFO	3 MO	UP TO MAR 93	T 60-01 R01.00
155	ADMINISTRATION LETTERS OF AGREEMENT & OPERATIONS LETTERS	1 YR	JAN 92 - JAN 94	T 60-01 R04.00
156	ATC QUARTERLY SUMMARY REPORT - AT MAJCOMs AND BELOW	4 YR	JAN 92 - JAN 97	T 60-01 R13.00

NWML

11/09/91

FILES MAINTENANCE AND DISPOSITION PLAN

MSSQ/CLOSE

ITEM	TITLE		<u>DESTRUCTION</u> <u>DATES</u>	DISPOSITION
157	TERMINAL INSTRUMENT PROCEDURES (TERPS) - AT OTHER COMMANDS	3 MO	UP TO MAR 93	T 60-03 R01.00
158	CHANGES TO AIRCREW STANDARDIZATION MANUAL - DISAPPROVED	1 YR	JAN 92 - JAN 94	T 60-03 R06.00
159	CHANGES TO AIRCREW STANDARDIZATION MANUAL - AT MONITORING ACTIVITY	1 YR	JAN ⁹³ / ₉₂ - JAN 94	T 60-03 R06.01
160	ARRIVALS AND DEPARTURES OF TRANSIENT/LOCAL ACFT FLIGHTS	1 YR	[REDACTED] JAN 94	T 60-03 R10.00
161	AERIAL GUNNERY ACTIVITY FORMS - RECORD GUNNERY TRAINING	1 YR	JAN 92 - JAN 94	T 60-03 R21.00
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
163	OPERATIONAL EVALUATION REPORTS/RELATED PAPERS	1 YR	JAN ⁹³ / ₉₂ - JAN 94	T 60-01 R25.00
164	FLIGHT PLANS - NO AIRCRAFT INVOLVED IN AN ACCIDENT	1 YR	JAN ⁹³ / ₉₂ - JAN 94	T 60-02 R03.00
165	FLIGHT AUTHORIZATIONS	1 YR	JAN 92 - JAN 94	T 60-03 R33.00
166	UNIT STAN/EVAL REPORTS - AT EVALUATED & MONITORING ACTY	1 YR	JAN 92 - JAN 94	T 60-03 R35.00
167	FLIGHT CREW INFORMATION FILE (FCIF)	6 MO	UP TO MAR 93	T 60-03 R38.00
168	SOURCE DOCUMENTS FOR INPUT TO AFORMS, AFTO FORM 781	1 YR	JAN 92 - JAN 94	T 60-05 R02.00
169	SOURCE DOCUMENTS FOR AFORMS, AF FORM 1522	2 CY	UP TO MAR 93	T 60-05 R04.00
170	MISSION ACCOMPLISHMENTS REPORT (MAR)	2 CY	UP TO MAR 93	T 60-05 R05.00
171	FLIGHT RECORDS DATA SYSTEM	2 CY	UP TO MAR 93	T 60-05 R10.00
172	AFORMS OUTPUT	2 YR	JAN 92 - JAN 95	T 60-05 R16.00
173	AFORMS OUTPUT SUMMARIES AND REPORTS	2 CY	UP TO MAR 93	T 60-05 R17.00
174	MATERIEL AND MAINTENANCE DEFICIENCY PROJECT RECORDS	1 YR	JAN 92 - JAN 94	T 60-03 R01.00

11/09/91

FILES MAINTENANCE AND DISPOSITION PLAN

MSSQ/CLOSE

ITEM	TITLE	DESTRUCTION DATES		DISPOSITION
175	MATERIAL DEFICIENCY REPORTING AND INVESTIGATION - RECORD COPIES	1 YR	JAN 92 ⁹³ - JAN 94	T 66-01 R04.00
176	RADIAC EQUIPMENT MAINTENANCE RECORDS	2 YR	JAN 92 - JAN 95	T 66-01 R14.00
177	SERVICING, INSPECT, CALIBRATION REPAIR, MOD OF EQUIP/AT AFCSC, ESC	2 YR	[REDACTED] JAN 95	T 66-02 R07.00
178	HISTORICAL RECORDS - ITEMS TRANSFERRED DONATED OR SOLD	3 MO	UP TO MAR 93	T 66-03 R01.00
179	HISTORICAL RECORDS- EQUIPMENT LOST ABANDONED, RECLAIMED, SALVAGED	3 MO	UP TO MAR 93	T 66-03 R03.00
180	MANUAL DATA FORMS MAINTAINED WITH EQUIPMENT IN CURRENT USE	3 MO	UP TO MAR 93	T 66-03 R15.00
181	MAINTENANCE ANALYSIS SUMMARY REPORTS/DAILY REPORTS	90 DA	UP TO MAR 93	T 66-04 R11.00
182	MEASUREMENT RESTRICTION LOG - IMPOSED RESTRICTIONS DUE TO ENVIR	1 YR	JAN 92 - JAN 94	T 66-04 R20.00
183	RADIATION RPRTS - SUPPORTING RQMTS FOR RADIOACTIVE MATERIAL PERMITS	1 YR	JAN 92 - JAN 94	T 66-04 R24.00
184	AIRCRAFT, MISSILE DELIVERY	1 YR	JAN 92 - JAN 94	T 66-05 R01.00
185	QUALITY CONTROL INSPECTION/EVALUATION RECORDS	1 YR	JAN 92 ⁹³ - JAN 94	T 66-06 R02.00
186	COMMUNICATIONS-ELECTRONICS-METEROLOGICAL ON SITE MAINT	1 YR	[REDACTED] JAN 94	T 66-08 R28.00
187	WORK ORDER AUTHORIZATIONS WORKING COPIES	3 MO	UP TO MAR 93	T 66-08 R35.00
188	CEM PROGS AUDIT/ERROR, OPEN INCDT, DAILY AUTODIN - BELOW MAJCOMs	1 MO	UP TO MAR 93	T 66-10 R05.00
189	TELEPHONE SERVICE, CABLE, AND TERMINAL TRANSFER RECORDS	2 YR	JAN 92 ⁹³ - JAN 95	T 66-14 R02.00
190	TELEPHONE SERVICE COMPLAINTS	2 YR	JAN 92 - JAN 95	T 66-14 R03.00
191	CIRCUIT LAYOUT AND TROUBLE REPORT RECORDS	1 YR	JAN 92 - JAN 94	T 66-14 R05.00

11/09/91

FILES MAINTENANCE AND DISPOSITION PLAN

MSSO/CLOSE

ITEM	TITLE		<u>DESTRUCTION</u> <u>DATES</u>	DISPOSITION
192	MICAP DAILY SUMMARIES - AT AIR LOGISTICS CENTERS	3 MO	UP TO MAR 93	T 67-01 R06.00
193	MICAP MONTHLY SUMMARIES & OTHER LISTINGS PRODUCED FROM CARD DECKS	3 MO	UP TO MAR 93	T 67-01 R07.00
194	MISSION CAPABILITY CHECKLISTS (MICAP)	3 MO	UP TO MAR 93	T 67-01 R08.01
195	INITIAL SPARES SUPPORT LISTS - MONTHLY SUMMARIES	2 MO	UP TO MAR 93	T 67-01 R09.00
196	ACTIVE UNIT PROPERTY RECORDS	1 YR	JAN ⁹³ / 92 - JAN 94	T 67-03 R01.00
197	ACCOUNTABLE RECORDS - BEFORE CONVER TO EMO/BEMO AND CEMO	1 YR	JAN 92 - JAN 94	T 67-03 R07.00
198	DAILY DOCUMENT REGISTER	3 MO	UP TO MAR 93 ✓	T 67-03 R15.00
199	DAILY DOCUMENT REGISTERS - AT AFTAC GSUs	2 YR	 OCT 93	T 67-03 R15.01
200	UNIT RECORD	1 YR	 JAN 94	T 67-03 R15.02
201	STOCK RECORD ACCOUNTS	1 YR	JAN 92 - JAN 94	T 67-04 R01.00
202	DAILY DOCUMENT REGISTERS - ACCOUNTABLE REGISTERS PER AFM 67-1	3 MO	UP TO MAR 93 ✓	T 67-04 R04.00
203	SUPPLY DOCUMENT REGISTER	1 YR	JAN 92 - JAN 94	T 67-04 R06.00
204	DAILY TRANSACTION REGISTER PER AFM 67-1	1 YR	JAN 92 - JAN 94	T 67-04 R09.00
205	CONSOLIDATED TRANSACTION REGISTER	1 YR	JAN 92 - JAN 94	T 67-04 R10.00
206	STOCK SOURCE RECORDS IDENTIFIED IN AFM 67-1 TO BE HELD	1 YR	JAN ⁹³ / 92 - JAN 94	T 67-04 R12.00
207	RCRDS NEEDED TO SUPPORT EACH ENTRY ON TRANSACTION & DOCUMENT REGIST	1 YR	JAN ⁹³ / 92 - JAN 94	T 67-04 R14.00
208	UMMIPS SURVEILLANCE LISTING	3 MO	UP TO MAR 93	T 67-04 R21.00
209	SUPPLY ACCOUNT FILES	1 YR	JAN 92 - JAN 94	T 67-04 R26.00
210	WEAPONS AND COMSEC EQUIPMENT CONTROL FILES - HISTORICAL INFO	2 YR	JAN 92 - JAN 95	T 67-04 R30.00

WITHDRAWN

11/09/91

FILES MAINTENANCE AND DISPOSITION PLAN

MSSO/CLOSE

ITEM	TITLE	DESTRUCTION DATES		DISPOSITION
211	ALLOW/AUTH CHG REQ/CUST RECEIPTS - CONTROL REGISTERS	1 YR	JAN 92 - JAN 94 93	T 67-05 R14.00
212	INVENTORY COUNT CARD - MANUAL FORMS CARDS	1 YR	[REDACTED] JAN 94	T 67-08 R08.00
213	STOCK CONTROL SOURCE RECORDS	2 YR	JAN 92 - JAN 95	T 67-09 R01.00
214	ADPE OUTPUT MANAGEMENT PRINTOUTS	1 YR	JAN 92 - JAN 94	T 67-09 R10.00
215	SUPPLY EFFECTIVENESS REPORTS - AT OTHER THAN MAJCOMs	1 YR	[REDACTED] JAN 94	T 67-09 R20.00
216	EQUIPMENT MANAGEMENT REPORTS	1 YR	[REDACTED] JAN 94	T 67-11 R31.00
217	PERSONAL CLOTHING & EQUIP RCRDS - ORIGINALS RETAINED BY INDIVIDUAL	6 MO	UP TO MAR 93	T 67-11 R37.00
218	COMPLETED COPIES OF CUSTODIAN REQUEST/RECEIPTS/DO4	3 MO	UP TO MAR 93	T 67-11 R43.00
219	CUSTODIAN REQUEST LOG	1 YR	[REDACTED] JAN 94	T 67-11 R45.00
220	APPROVED COPIES OF REQUESTS - OFFICE FURNITURE	1 YR	JAN 92 - JAN 94	T 67-11 R46.00
221	AF EXCESS PROPERTY RECORDS	2 YR	JAN 92 - JAN 95	T 68-02 R02.00
222	CONTRACT CASE FILES - INFO COPIES	3 MO	UP TO MAR 93	T 70-01 R06.00
223	CANCELLED PROCUREMENT ACTIONS	5 YR	JAN 92 - JAN 98 93	T 70-03 R09.00
224	DESIGNATION & TERMINATION OF CONTRACT OFFICERS/REQUESTING ACTY	1 YR	JAN 92 - JAN 94	T 70-05 R24.00
225	CIAPS - BASE PROCUREMENT MGMT RPTS MTHLY PROCUREMENT SUMMARIES	3 YR	JAN 92 - JAN 96	T 70-15 R03.00
226	CIAPS - NO-REPLY, MONTHLY CONTRACT MARKET, RELATED CORRESPONDENCE	3 MO	UP TO MAR 93	T 70-16 R04.00
227	CIAPS - WALKTHROUGH/SPECIAL PROJ STATUS LISTINGS/CRITICAL PURCHASE	2 MO	UP TO MAR 93	T 70-16 R05.00
228	CIAPS - PURGED PURCHASE REQUISITIONS, RECORDS & ITEMS	6 MO	UP TO MAR 93	T 70-16 R06.00
229	CIAPS - TRANSACTION LOGS-BASE PROCUREMENT, VENDOR PERFORMANCE	1 YR	JAN 92 - JAN 94	T 70-16 R07.00

11/09/91

FILES MAINTENANCE AND DISPOSITION PLAN

MSSO/CLOSE

ITEM	TITLE	DESTRUCTION DATES		DISPOSITION
230	CIAPS - RECONCILIATION ACTION LIST CUSTOMER NOTICES & STATUS TRANSACT	4 MO	UP TO MAR 93	T 70-16 R09.00
231	SPECIAL HANDLING DATA	2 MO	UP TO MAR 93 ✓	T 75-01 R04.00
232	TRAFFIC TRANSFER RECEIPTS	2 YR	[REDACTED] - JAN 95	T 75-01 R05.00
233	TRANSPORTATION REQUESTS & MEAL TICKETS. MTA	3 YR	JAN ⁹⁴ / ₉₂ - JAN 96	T 75-03 R03.00
234	RESHIP - CLASSIFIED CRITICAL MATERIALS	2 YR	[REDACTED] - JAN 95	T 75-04 R01.00
235	PUBLIC FILE OF GB/Ls	1 YR	JAN 92 - JAN 94	T 75-04 R20.00
236	APPOINTMENT OF TRANSPORTATION OFFICERS/AGENTS- REQUESTING OFFICE	2 YR	JAN ⁹⁴ / ₉₂ - JAN 95	T 75-04 R23.00
237	STATISTICAL DATA ON MOVEMENT OF PASSENGERS. PERS PROPERTY, CARGO	1 YR	JAN 92 - JAN 94	T 75-08 R01.00
238	TONNAGE DISTRIBUTION ROSTERS	6 YR	JAN 92 - JAN 99	T 75-09 R04.00
239	NOTEMPS - TRANSACTION EDIT LISTS	6 MO	UP TO MAR 93	T 75-09 R08.00
240	NOTEMPS - MASTER RATE FILE	3 YR	JAN 92 - JAN 96	T 75-09 R10.00
241	NOTEMPS - MASTER RECORD LIST & EXPIRATION DATE LIST	3 YR	JAN 92 - JAN 96	T 75-09 R11.00
242	NOTEMPS - "AS REQUIRED" TRANSACTION PUNCH CARDS	3 MO	UP TO MAR 93	T 75-09 R12.00
243	NOTEMPS - CONSOLIDATED MONTHLY/ QUARTERLY INVOICES	3 YR	JAN 92 - JAN 96	T 75-09 R14.00
244	NOTEMPS - CONTRACTOR FACILITY FILES	1 YR	JAN 92 - JAN 94	T 75-09 R15.00
245	NOTEMPS - RCS:MTMC - 20 REPORT	1 YR	JAN 92 - JAN 94	T 75-09 R16.00
246	CARGO/PASSENGER MANIFESTS - FOR ASIF	1 YR	JAN 92 - JAN 94	T 76-01 R05.00
247	CARGO/PASSENGER MANIFESTS - FOR REVENUE TRAFFIC & NON-ASIF	6 MO	UP TO MAR 93	T 76-01 R06.00
248	CARGO/PASSENGER MANIFESTS - OTHER	1 MO	UP TO MAR 93	T 76-01 R06.01

11/09/91

FILES MAINTENANCE AND DISPOSITION PLAN

MSSQ/CLOSE

ITEM	TITLE		DESTRUCTION DATES	DISPOSITION
249	AIRCRAFT GROUND HANDLING WORK SHEETS	3 MO	UP TO MAR 93	T 76-01 F19.00
250	EQUIPMENT STATUS REPORTS	1 YR	JAN 92 - JAN 94	T 76-01 R23.00
251	DEVIATIONS	1 YR	JAN 92 - JAN 94	T 76-01 R28.00
252	VEHICLE & EQUIPMENT JACKETS - TEMPORARY PORTION	3 MO	UP TO MAR 93	T 77-01 R02.00
253	MINOR MAINTENANCE WORK ORDER	3 MO	UP TO MAR 93 ✓	T 77-01 R04.00
254	COPARS CONTROL AND VERIFICATION RECORDS	3 MO	UP TO MAR 93	T 77-01 R05.00
255	MOTOR VEH OP MAINTENANCE SUMMARY DOCUMENTS - MONTHLY	1 YR	[REDACTED] JAN 94	T 77-01 R10.00
256	MOTOR VEHICLE ACCIDENT CASE FILES	3 YR	JAN ⁹⁶92 - JAN 98	T 77-02 R11.00
257	OPERATORS INSPECTION GUIDE AND TROUBLE REPORT FORMS	1 MO	UP TO MAR 93 ✓	T 77-02 R12.00
258	STATE GASOLINE TAX REFUND CLAIMS AGAINST THE STATES OF AZ, CA, WA	4 YR	UP TO MAR 93	T 77-02 R15.00
259	US GOVERNMENT NATIONAL CREDIT CARDS	6 MO	UP TO MAR 93	T 77-02 R19.00
260	TRANSPORTATION REQUESTS - AF FORM 868 & RELATED DOCUMENTS	3 MO	UP TO MAR 93 ✓	T 77-02 R22.00
261	DAILY LABOR/MATERIAL MONTHLY ANALYSIS/SUMMARY REPORTS	1 MO	UP TO MAR 93	T 85-01 R12.00
262	MONTHLY CUMULATIVE WORK ORDER COST/ANALYSIS. ETC	4 YR	OCT 92 - OCT 96 ✓	T 85-01 R15.00
263	MAINTENANCE INSPECTION & PROGRESS REPORTS - MAJCOMS/SOAs/SUBORD CMDs	2 YR	JAN 92 - JAN 95	T 85-01 R02.00
264	WK CTRL MATS & EQUIP LISTS CONSTR PERMITS, WOs, WK REQS-AT BASE/STNS	2 YR	JAN ⁹⁴ 92 - JAN 95	T 85-04 R07.00
265	WORK CONTROL SERVICE CALL LOG, JOB ORDERS/LOGS, SCHEDULES	1 YR	[REDACTED] JAN 94	T 85-04 R08.00
266	MCP - PLANS, MAPS, PHOTOS, NARRATIVE REPORTS, STUDIES, CORR	4 YR	[REDACTED] JAN 97	T 86-01 R03.00

11/09/91

FILES MAINTENANCE AND DISPOSITION PLAN

MSSQ/CLOSE

ITEM	TITLE		DESTRUCTION DATES	DISPOSITION
267	FACILITIES BOARD MINUTES	5 YR	JAN 92 ⁹³ - JAN 98	T 86-03 R01.00
268	AIR BASE PLANNING - CHARACTERISTIC OF AN INSTALLATION	2 YR	JAN 92 - JAN 95	T 88-03 R04.00
269	AF INVENTORY & UTILIZATION OF MILITARY FAMILY HOUSING UNITS	1 YR	JAN 92 - JAN 94	T 90-01 R05.00
270	FAMILY HOUSING SURVEY AND PROGRAMMING	3 YR	JAN 92 ⁹³ - JAN 96	T 90-01 R06.00
271	OFF-BASE HOUSING REFERRAL SERVICE - AT HOUSING REFERRAL OFFICES	2 YR	JAN 92 ⁹³ - JAN 95	T 90-03 R01.00
272	ADVANCE APPLICATIONS FOR ASSIGNMENT TO MILITARY HOUSING	6 MO	UP TO MAR 93	T 90-03 R09.00
273	UNACCOMPANIED PERSONNEL HOUSING (UPH) UTIL/OCCUP/RPRT/RELATED DOCS	2 YR	JAN 92 ⁹³ - JAN 95	T 90-03 R11.00
274	PROJECT INFORMATIONAL AND CONTROL FILES	8 YR	JAN 92 - JAN 2002	T 91-02 R03.00
275	UTILITY SERVICES FUEL CONSUMPTION & RELATED DATA - AT BASES/STATIONS	5 YR	JAN 92 ⁹³ - JAN 97	T 91-03 R03.00
276	SWIMMING POOL OPERATION	2 YR	JAN 92 - JAN 95	T 91-03 R10.00
277	PEST CONTROL SUMMARY REPORT	2 YR	JAN 92 - JAN 95	T 91-12 R08.00
278	FIRE DEPT TRAINING REPORTS OF PROFICIENCY TRAINING	1 YR	JAN 92 - JAN 94	T 92-01 R02.00
279	FIRE PROTECTION INSP & TESTS CHECKLISTS AND SIMILAR FORMS	1 YR	JAN 92 - JAN 94	T 92-01 R06.00
280	FIRE PROTECTION INSPS & TESTS REPORTS FIRE HAZARDS/DEFICIENCIES	2 YR	JAN 92 ⁹³ - JAN 95	T 92-01 R07.00
281	DAILY FIRE LOG AND COMPARABLE FIRE ACTIVITIES DATA	2 YR	JAN 92 - JAN 95	T 92-01 R09.00
282	FIRE INCIDENT AND RESCUE REPORTS	2 YR	OCT 92 - OCT 94	T 92-01 R14.00
283	WELDING, CUTTING BRAZING PERMITS	1 MO	UP TO MAR 93	T 92-01 R16.00
284	WATER FLOW TEST RECORDS	5 YR	JAN 92 - JAN 98	T 92-01 R17.00

WITHDRAWN

WITHDRAWN

11/09/91

FILES MAINTENANCE AND DISPOSITION PLAN

MSSQ/CLOSE

ITEM	TITLE	DESTRUCTION DATES	DISPOSITION
285	DEPLOYMENT	2 YR JAN 92 - JAN 95	T 93-01 R04.00
286	MILITARY JUSTICE ADMINISTRATION RECORDS	2 YR JAN 95	T111-01 R01.00
287	COURT-MARTIAL RECORDS-BAD CONDUCT DISCHARGE- COPIES NOT IN RULES 2-5	1 YR JAN ⁹³ / ₉₂ - JAN 94	T111-01 R06.00
288	SPECIAL COURT-MARTIAL RECORDS - NO BAD CONDUCT DISCHARGE-OTHER COPIES	1 YR JAN ⁹³ / ₉₂ - JAN 94	T111-01 R09.00
289	SUMMARY COURT MARTIAL RECORDS - OTHER COPIES	1 YR JAN ⁹³ / ₉₂ - JAN 94	T111-01 R13.00
290	RECORDS OF PUNISHMENT UNDER ART 15, UCMJ - COPIES AT SJA	1 YR JAN ⁹³ / ₉₂ - JAN 94	T111-01 R27.00
291	COURT REPORTER'S RCRDS - SPCM NOT INVOLVING BCD	8 MO UP TO MAR 93 ✓	T111-01 R34.00
292	AMJAMS MONTHLY OUTPUT PRODUCTS/ RPTS - "AS OF" DATE DEC	5 YR JAN ⁹¹ / ₉₂ JAN 98	T111-01 R49.00
293	AMJAMS SOURCE DATA ON ART 15 PUNISHMENTS	1 YR JAN ⁹³ / ₉₂ - JAN 94	T111-01 R52.00
294	AMJAMS DATA AT SJA - CASES RESULTING IN COURT-MARTIAL	2 YR JAN ⁹³ / ₉₂ - JAN 95	T111-01 R54.00
295	AMJAMS DATA AT SJA - NON-COURT-MARTIAL CASES	1 YR JAN ⁹³ / ₉₂ - JAN 94	T111-01 R55.00
296	STRENGTH REPORTS BY AMJAMS/ADP INTERFACE	1 YR JAN ⁹³ / ₉₂ - JAN 94	T111-01 R58.00
297	COMPLETED CLAIMS CASE FILES (EXC HOSP REC CLAIMS) NOT IN RULES 4.4.	1 YR JAN ⁹³ / ₉₂ - JAN 94	T112-01 R03.00
298	DISAPPROVED CLAIMS - NOT AT HQ USAF/JACC	3 YR JAN ⁹³ / ₉₂ - JAN 96	T112-01 R04.01
299	CLAIMS INVESTIGATION REPORTS NOT PART OF CLAIMS CASE FILES	1 YR JAN ⁹³ / ₉₂ - JAN 94	T112-01 R07.00
300	CLAIMS FUNDS LOGS	2 YR - JAN 95	T112-01 R09.00
301	ACCIDENT OR INCIDENT LOGS	3 YR JAN 92 - JAN 96	T112-01 R10.00

11/09/91

FILES MAINTENANCE AND DISPOSITION PLAN

MSSQ/CLOSE

ITEM	TITLE		<u>DESTRUCTION DATES</u>	DISPOSITION
WITHDRAWN 302	CAMP REPORTS - NOT AT HQ USAF/ JACC. JAEL	5 YR	JAN 97 - JAN 98	T112-01 R20.00
WITHDRAWN 303	PERSONAL CONFERENCE PERIOD REPORTS OR PERSONAL COMPLAINTS	1 YR	[REDACTED] JAN 94	T120-01 R02.00
304	INSPECTION REPORTS - AT INSPECTED ACTIVITIES, MONIT/EVAL/APFR AUTH	1 YR	JAN ⁹³ 92 - JAN 94	T123-01 R03.00
305	SPECIAL INTEREST ITEMS INSPECTION FILES	1 YR	[REDACTED] - JAN 94	T123-01 R05.00
306	COPIES OF INSPECTION REPORTS W/ ACTIVE-REVIEW FINDINGS	2 YR	JAN 92 - JAN 95	T123-01 R06.00
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
WITHDRAWN 308	INCIDENT/COMPLAINT REPORTS - AT SEC/POLICE ACTIVITY	3 YR	JAN 93 - JAN 96	T125-01 R01.00
WITHDRAWN 309	INDIVIDUAL REFERENCE FORMS - SUSPECTS OR SUBJECTS FOR OFFENSE	3 YR	JAN 92 - JAN 96	T125-01 R02.00
310	SERIOUS CRIMES/INCIDENTS RPRTS & RELATED SUMMARIES - OTHER COPIES	1 YR	[REDACTED] JAN 94	T125-01 R05.01
311	SECURITY POLICE DESK BLOTTERS - AT SECURITY POLICE	1 YR	JAN ⁹³ 92 - JAN 94	T125-01 R06.00
312	PROPERTY RECEIPT - AF FORM 52 FOR PROP FOUND, NOT USED AS EVIDENCE	3 MO	UP TO MAR 93 ✓	T125-01 R12.01
313	SECURITY POLICE TRAFFIC REPORTS - ACCIDENTS, INCIDENTS, TICKETS	2 YR	JAN ⁹⁴ 92 - JAN 95	T125-01 R14.00
314	SEC POLICE PATROL PHYSICAL SECURITY CHECK RECORDS	3 MO	UP TO MAR 93 ✓	T125-01 R16.01
WITHDRAWN 315	FIREARM AUTHORIZATION FOR EMPLOYEES - RECORD COPIES	2 YR	JAN 95 - JAN 95	T125-01 R18.00
316	ENTRY CONTROL RECORDS	3 MO	UP TO MAR 93 ✓	T125-01 R21.00
WITHDRAWN 317	BARRED PERSONNEL - FOR ACTIVE INSTALLATIONS	3 YR	[REDACTED] JAN 96	T125-01 R22.00
318	MWD PROGRAM STATUS REPORTS - AT MAJCOMs AND UNITS	1 YR	JAN ⁹³ 92 - JAN 94	T125-01 R29.01

11/09/91

FILES MAINTENANCE AND DISPOSITION PLAN

MSSD/CLOSE

ITEM	TITLE		DESTRUCTION DATES	DISPOSITION
319	INSPECTION REPORTS - AT ACTIVITIES PERFORMING INSPECTION	2 YR	[REDACTED] - JAN 95	T125-01 R36.00
320	RESOURCE PROTECTION PLAN MASTER PLAN	1 YR	[REDACTED] - JAN 94	T125-01 R38.00
321	FIREARM/AMMUNITION INVENTORY RECORDS	3 MO	UP TO MAR 93 ✓	T125-01 R42.00
322	NARCOTIC TRAINING AIDS	2 YR	JAN 92 - JAN 95	T125-01 R45.00
323	PRISONER PERSONNEL RECORDS	4 YR	JAN 92 - JAN 97	T125-02 R01.00
324	PRISONER REPORTS - DAILY STRENGTH RECORDS - ORIGINALS	8 YR	JAN 92 - JAN 2001	T125-02 R08.00
325	SECURITY POLICE CORRECTIONAL ACTIVITIES REPORT - MAJCOM/FCLTY	1 YR	JAN 92 - JAN 94	T125-02 R09.02
326	CORRECTIONAL CUSTODY CASE FILES	3 MO	UP TO MAR 93	T125-02 R13.00
327	E-1 TEAM SAFETY PROGRAM COORDINATION LETTER	1 YR	[REDACTED] - JAN 94	T127-01 R01.00
328	VARIANCES TO AFOSH REQUIREMENTS	1 YR	JAN ⁹³ 92 - JAN 94	T127-01 R17.00
329	FLIGHT, GROUND, AND MUNITIONS MISHAP - PARAPHRASED INFO MESSAGES	1 YR	[REDACTED] - JAN 94	T127-02 R06.00
330	GENERAL BOMBARDMENT/GUNNERY TRAINING	6 MO	UP TO MAR 93	T136-01 R03.00
331	GROUND WEAP TRAINING/MAINT-AF FORM 710, GROUND WEAP TRAINING RCRD	3 YR	JAN ⁹³ 92 - JAN 96	T136-01 R05.00
332	GROUND WEAPONS TRAINING - SMALL ARMS	1 YR	JAN ⁹³ 92 - JAN 94	T136-01 R05.01
333	GROUND WEAPONS TRAINING/MAINT - CAMIS REPORT	5 YR	JAN 92 - JAN 98	T136-01 R05.04
334	AMMUNITION RECORDS	2 YR	JAN ⁹³ 92 - JAN 95	T136-01 R09.00
335	AMMUNITION DISPOSITION REPORTS - BELOW MAJOR SUBORDINATE COMMANDS	2 YR	JAN ⁹⁴ 92 - JAN 95	T136-02 R02.00
336	AMMUNITION INSPECTION AND STORAGE REPORTS	1 YR	JAN ⁹³ 92 - JAN 94	T136-02 R03.00

11/09/91

FILES MAINTENANCE AND DISPOSITION PLAN

MSSQ/CLOSE

ITEM	TITLE		DESTRUCTION DATES	DISPOSITION
337	EXPLOSIVE ORDNANCE DISPOSAL RCRDS - AT UNITS REVIEW ACTIVITY	1 YR	JAN 92 - JAN 94	T136-02 R07.00
338	KEY CONTROL AND ISSUE LOG	1 MO	UP TO MAR 93 ✓	T136-02 R11.00
339	PRIME RIBS - DEPLOYMENT	1 YR	JAN 92 - JAN 94	T140-02 R03.00
340	AVIATION FUEL, FUEL GROUND PRO- DUCTS (FUELS ADPE OUTPUT RECEIPT)	1 YR	JAN 92 - JAN 94	T144-01 R01.00
341	AVIATION FUEL, & FUEL GROUND PRODUCTS - OPERATING LOSS ANALYSIS	3 YR	JAN 92 - JAN 96	T144-01 R03.00
342	AVIATION FUEL, & FUEL GROUND PRODUCTS - DAILY FUEL RECS, LOGS	1 YR	JAN 92 - JAN 94	T144-01 R04.00
343	AVIATION FUEL, & FUEL GROUND PRODUCTS - DUAL CON SPOT CHECK	6 MO	UP TO MAR 93	T144-01 R05.00
344	MISSILE PROPELLANT AND PRESSURANT FORECASTS	3 YR	JAN 92 - JAN 96	T144-01 R11.00
345	CRYOGENICS PLANT AND TANK RECORDS	1 YR	JAN 92 - JAN 94	T144-01 R13.00
346	SCAMS, ALACS, MCAMS - CASH RECORDS VOUCHERS, REGISTER RECORDS	1 YR	OCT 92 - OCT 93	T146-01 R01.00
347	SCAMS, ALACS, MCAMS - RATION STRENGTH REPORT	3 MO	UP TO MAR 93	T146-01 R03.00
348	DINING HALL INVENTORY REQUISITION, FACILITY SUMMARY	1 YR	OCT 92 - OCT 93	T146-01 R06.00
349	FOOD SERVICE REPORT	1 YR	OCT 92 - OCT 93	T146-01 R08.00
350	RAMPS OR SIMS OR SAS PRICING (NOTE 1)	1 YR	JAN 92 - JAN 94	T146-01 R11.00
351	INSTALLATION MENU BOARD RECORDS	1 YR	JAN 92 - JAN 94	T146-01 R12.00
352	MEAL CARD CONTROL REGISTERS - AT UNITS WHERE RECALL IS WAIVED	1 YR	JAN 92 - JAN 94	T146-01 R15.00
353	LAUNDRY/DRY CLEANING OPERATIONS RCRDS - SALES TICKETS/CASH VOUCHER	1 YR	JAN 92 - JAN 94	T148-01 R02.00
354	PHYSICAL EXAMINATION REPORTS - NOT FILED OR RETAINED IN REF FILE	1 YR	[REDACTED] JAN 94	T160-02 R01.00

11/00/91

FILES MAINTENANCE AND DISPOSITION PLAN

MSSQ/CLOSE

ITEM	TITLE		DESTRUCTION DATES	DISPOSITION
355	MEDICAL BOARD PROCEEDINGS	1 YR	JAN 92 ⁹³ - JAN 94	T160-02 R03.00
356	LAB LEDGERS AND LOGS	2 YR	JAN 92 ⁹³ - JAN 95	T160-03 R02.00
357	SOBRIETY EXAM RESULTS	2 YR	JAN 92 ⁹³ - JAN 95	T160-05 R13.00
358	X-RAYS OF UNUSUAL INTEREST OR SELECTED FOR TEACHING PURPOSES	5 YR	JAN 92 - JAN 98	T160-04 R11.00
359	ROSTERS, RANDOM SELECTION RECORDS & RELATED INFORMATION	3 MO	UP TO MAR 93 ✓	T160-07 R01.00
360	AEROSPACE MEDICINE REPORTS	2 YR	JAN 92 ⁹⁴ - JAN 95	T161-01 R01.00
361	APPLICATION FOR AIRMAN MED CERTIFICATE, REPORT OF MED EXAM	2 YR	JAN 92 - JAN 95	T161-01 R04.00
362	MEDICAL RECOMMENDATION FOR FLYING/SPECIAL OPS - AF FORM 1042	5 YR	JAN 92 ⁹³ - JAN 98	T161-01 R05.00
363	EPIDEMIOLOGICAL, ENVIRONMENTAL, HEALTH SURVEYS - AT MAJCOMs	1 YR	JAN 92 - JAN 94	T161-05 R03.00
364	FACILITY MEDICAL INSPECTION REPORTS	1 YR	 JAN 94	T161-05 R04.00
365	FOOD INSPECTION - AF FORM 1148 CLASSES 4 & 8	1 YR	JAN 92 - JAN 94	T161-06 R01.00
366	AF FORMS 2062 & 2063, DD FORMS 1608	1 YR	JAN 92 - JAN 94	T161-06 R05.00
367	FOOD INSPECTION DD FORMS 1740 STAMPS NOT DESTROYED/LOST/STOLEN	1 YR	JAN 92 - JAN 94	T161-06 R06.00
368	FOOD INSPECTION - FRESH DAIRY PRODUCTS	1 YR	JAN 92 - JAN 94	T161-06 R08.00
369	AF FORM 977, FOOD FCLTY SANITATION CHECKLIST - AT MED INSP SERVICE	1 YR	JAN 92 - JAN 94	T161-06 R11.00
370	REPORTS OF FOOD BORNE ILLNESS INVESTIGATIONS	1 YR	JAN 92 - JAN 94	T161-06 R14.00
371	ANIMAL BITES/QUARANTINE (AF FORM 1551) COPY AT ENVIRONMENTAL HEALTH	1 YR	 JAN 94	T161-06 R16.00
372	DENTAL ATTENDANCE RECORDS	3 MO	UP TO MAR 93 ✓	T162-02 R02.00

11/09/91

FILES MAINTENANCE AND DISPOSITION PLAN

MSSO/CLOSE

ITEM	TITLE		<u>DESTRUCTION</u> DATES	DISPOSITION
373	DENTAL SERVICE REPORTS	3 YR	JAN 92 - JAN 96	T162-01 R04.00
374	TEMPORARY DENTAL PROSTHETIC CASE REPORTS	6 MO	UP TO MAR 93 ✓	T162-02 R05.00
375	MEDICAL MATERIEL REQUIREMENT LISTS	3 MO	UP TO MAR 93 ✓	T167-01 R07.00
376	MED MATERIEL TRANSACTION REG - PARTS I, II, III (MONTHLY LISTS)	1 YR	JAN 92 - JAN 94	T167-01 R17.00
377	REPORTS OF LOCAL PURCHASE	1 YR	JAN 92 - JAN 94	T167-01 R29.00
378	SOURCE DOCUMENTS - ISSUE/TURN-IN RECORDS	1 YR	JAN ⁹³ / 92 - JAN 94	T167-01 R34.00
379	SOURCE DOCS - CATALOG CHG ACTIONS, DUE-IN/DUE-OUT DELETED RECORD	1 YR	JAN 92 - JAN 94	T167-01 R35.00
380	INVENTORY ADJUSTMENTS TO ITEM DETAIL RECORDS BALANCES	2 YR	JAN 92 - JAN 95	T167-01 R38.00
381	CUSTODIAN ACCOUNT FILES	1 YR	JAN 92 - JAN 94	T167-01 R46.00
382	MEDICAL SERVICES STAFFING	5 YR	JAN 92 - JAN 98	T168-01 R01.00
383	NONAVAILABILITY STMENTS - DD FORM 1251 OR COMPARABLE FORMS	2 YR	JAN 92 - JAN 95	T168-01 R03.00
384	AMBULANCE EMERGENCY REQUESTS - AIRCRAFT/MISSILE CRASH	3 MO	UP TO MAR 93	T168-01 R09.00
385	VERY SERIOUSLY ILL ROSTER - AT REGISTRAR OFFICES	3 MO	UP TO MAR 93	T168-02 R02.00
386	PATIENT CLEARANCE SHEETS	3 MO	UP TO MAR 93	T168-02 R03.00
387	CHAP (CHILDREN HAVE A POTENTIAL) PROGRAM FILES	2 YR	JAN 92 - JAN 94	T168-02 R10.00
388	CHAP (CHILDREN HAVE A POTENTIAL) PROGRAM REPORTS	1 YR	JAN 92 - JAN 94	T168-02 R11.00
389	CLINICAL RECORD COVER SHEETS	5 YR	JAN ⁹³ / 92 - JAN 98	T168-03 R06.00
390	PHARMACY STOCK RECORDS - AF FORM 582	3 YR	JAN ⁹³/92 - JAN 96	T168-04 R02.00

11/09/91

FILES MAINTENANCE AND DISPOSITION PLAN

MSSQ/CLOSE

ITEM	TITLE		DESTRUCTION DATES	DISPOSITION
390 WITHDRAWN	RECEIPTS, DISBURSEMENTS, AND INVENTORIES OF CONTROLLED DRUGS	3 YR	JAN 92 - JAN 96 93	T168-07 R04.00
393	BULK ORDERS OF NONCONTROLLED DRUGS	1 YR	JAN 92 - JAN 94	T168-07 R05.00
394	INSPECTION OF DRUGS AND BIOLOGICALS	1 YR	JAN 92 - JAN 94	T168-07 R06.00
395	MEDICAL SERVICE ACCOUNTS - CASH COLLECTION VOUCHERS	2 YR	JAN 92 - JAN 95 93	T168-08 R01.00
396	RECORDS OF PATIENTS STORING VALUABLES	18 MO	UP TO MAR 93	T168-08 R03.00
397 WITHDRAWN	TREATMENT OF PAY PATIENTS	4 YR	JAN 92 - JAN 97	T168-08 R05.00
398	MEDICAL FOOD SERVICE WORK SCHEDULES	1 YR	JAN 92 - JAN 94	T168-11 R01.00
399	MEDICAL FOOD SERVICE WORKLOAD DATA	2 YR	JAN 92 - JAN 95 93	T168-11 R03.00
400	MEDICAL FOOD SERVICE - RECEIPTS FOR CONTROLLED FORMS	1 YR	JAN 92 - JAN 94 93	T168-11 R04.00
401	FOOD PURCHASING, CONTROL, STORING, ISSUING, AND FOOD COST DATA	1 YR	JAN 92 - JAN 94 93	T168-11 R05.00
402	MEDICAL FOOD SERVICE - MENU PLANNING	1 YR	JAN 92 - JAN 94	T168-11 R06.00
403	PATIENT OR CLINICAL SERVICE QUESTIONNAIRE/SURVEYS	1 YR	[REDACTED] JAN 94	T168-12 R05.00
404	MEDICAL FACILITY INCIDENTS	4 MQ	UP TO MAR 93 ✓	T168-12 R06.00
405	QUALITY ASSURANCE PROBLEM STATUS	2 YR	[REDACTED] JAN 95	T168-12 R07.00
406	OCCURRENCE SCREENING - IDENTIFY NON-VALIDATED POSITIVE OCCURRENCES	3 MO	UP TO MAR 93	T168-12 R09.00
407	BUDGETARY SUMMARIES/SPECIAL STUDIES - MAJCOMs AND BELOW	2 YR	JAN 92 - JAN 95	T172-01 R03.00
408	BUDGET DEVELOPMENT, FORMULATION, ESTABLISHMENT - BELOW MAJCOM	2 YR	OCT 92 - OCT 95 ✓	T172-02 R02.00

11/09/91

FILES MAINTENANCE AND DISPOSITION PLAN

MSSO/CLOSE

ITEM	TITLE		DESTRUCTION DATES	DISPOSITION
409	BUDGET DEVELOPMENT, FORMULATION, OTHER THAN BUDGET OFFICE COPIES	1 YR	OCT 92 ⁹³ - OCT 94	T172-02 R02.01
410	CALL FOR BUDGET ESTIMATES	2 YR	OCT 92 - OCT 95	T172-02 R03.00
411	FUNDING RECORDS - ALLOCATION AND ALLOTMENTS	2 YR	JAN 92 ⁹³ - JAN 95	T172-03 R03.00
412	FUNDING RECORDS - PROGRAM PROJECT AND APPROPRIATION CONTROL	2 YR	OCT 92 ⁹³ - OCT 95	T172-03 R04.00
413	FUNDING RECORDS - STATISTICAL CONTROL DATA	1 YR	JAN 92 ⁹³ - JAN 94	T172-03 R15.00
414	APPROPRIATIONS STATUS REPORTS - OTHER THAN ANNUAL REPORTS	3 YR	OCT 92 - OCT 95	T172-04 R02.00
415	NAF BUDGETARY DATA ON APPROVALS OF EXPENDITURES FOR FIXED ASSETS	5 YR	JAN 92 - JAN 98	T176-03 R02.00
416	NAF MONTHLY/QUARTERLY FINANCIAL STATEMENTS - AT PREPARING ACTIVITY	4 YR	OCT 92 - OCT 97 ✓	T176-03 R04.00
417	NAF JOURNALS, REGISTERS, LEDGERS - ACCOUNT BOOKS	3 YR	OCT 92 - OCT 96 ✓	T176-03 R15.00
418	NAF WORKING FUNDS RECORDS - RECORD COPIES AT NAFFMB	4 YR	OCT 92 - OCT 97 ✓	T176-03 R16.00
419	NAF WORKING FUNDS RECORDS - COPIES AT PREPARING ACTIVITIES	7 MO	UP TO MAR 93 ✓	T176-03 R16.01
420	NAF MONTH END WORKING PAPERS	2 YR	JAN 92 - JAN 95	T176-03 R17.00
421	NAF DAILY REPORTS - DETAIL REPORTS W/ RELATED DOCUMENTS-RECORD COPIES	4 YR	OCT 92 - OCT 97 ✓	T176-03 R18.00
422	NAF DAILY REPORTS - DETAIL REPORTS - OTHER COPIES	6 MO	UP TO MAR 93	T176-03 R18.01
423	NAF CONSOLIDATED DAILY REPORTS - OTHER COPIES	4 MO	UP TO MAR 93 ✓	T176-03 R19.01
424	NAF ACCOUNTS RECEIVABLE - AT OFFICE OF RECORD	4 YR	OCT 92 - OCT 97 ✓	T176-03 R21.00
425	NAF ACCOUNTS RECEIVABLE - COPIES OTHER THAN AT OFFICE OF RECORD	4 MO	UP TO MAR 93 ✓	T176-03 R21.01

11/09/91

FILES MAINTENANCE AND DISPOSITION PLAN

MSSQ/CLOSE

ITEM	TITLE		REDACTED DESTRUCTION DATES	DISPOSITION
426	BINGO SIGNATURE SHEETS - OTHER COPIES	6 MO	UP TO MAR 93	T176-03 R27.01
427	VENDING/AMUSEMENT MACHINE REPORTS - OTHER COPIES	6 MO	UP TO MAR 93	T176-03 R28.01
428	CASH COLLECTION RECEIPTS - OTHER COPIES	4 MO	UP TO MAR 93 ✓	T176-03 R29.01
429	NAF RECEIPT BOOKS/DUPLICATE RECEIPTS - RECORD COPIES	1 YR	JAN 92 - JAN 94	T176-03 R30.00
430	NAF INDIVIDUAL PAY RECORDS, FORMS, LISTINGS - NOT AT NAFFMB	3 MO	UP TO MAR 93	T176-03 R38.02
431	NAF EMPLOYEES WITHHOLDING EXEMPTION CERTIFICATES (W4s)	4 YR	OCT 92 - OCT 97 ✓	T176-03 R39.00
432	NAF MONTHLY/QUARTERLY PROPERTY LISTINGS ORIGINALS - AT NAFFMB	2 YR	JAN 92 - JAN 95	T176-03 R03.01
433	NAF MERCHANDISE STOCK RECORDS	2 YR	JAN 92 - JAN 95	T176-06 R01.00
434	NAF FOOD AND SERVICES MONTHLY INVENTORY SHEETS	2 YR	JAN 92 - JAN 95	T176-06 R02.00
435	NAF REQUISITIONS FOR MERCHANDISE - COPIES	2 MO	UP TO MAR 93	T176-06 R05.00
436	NAF MERCHANDISE TRANSFERS/ADJUSTMENT VOUCHERS - ORIGINALS	2 YR	JAN 92 - JAN 95	T176-06 R06.00
437	NAF MERCHANDISE TRANSFERS/ADJUSTMENT VOUCHERS - COPIES	2 MO	UP TO MAR 93 ✓	T176-06 R07.00
438	CONSOLIDATED STATEMENTS/REPORTS - BELOW MAJCOM	4 YR	OCT 92 - OCT 97 ✓	T177-01 R02.00
439	STATEMENTS OF CERTIFICATION - HAVING READ AFR 177-16	1 YR	OCT 92 ⁹³ - OCT 94	T177-01 R03.00
440	AF STOCK FUNDS - LEDGERS, JOURNAL VOUCHERS, BOOKS OF ORIGINAL ENTRY	2 YR	JAN 92 - JAN 95	T177-04 R03.00
441	MEDICAL/DENTAL STOCK FUND- (B3500/ BV PRODUCTS) - LOCAL PURCHASE	1 YR	JAN 92 - JAN 94	T177-04 R08.00
442	AF STOCK FUND RPRTING SYS (B3500/ YO) ACCOUNTANT OR MANAGER ERRORS	1 MO	UP TO MAR 93	T177-04 R09.00

11/09/91

FILES MAINTENANCE AND DISPOSITION PLAN

MSSQ/CLOSE

ITEM	TITLE		DESTRUCTION DATES	DISPOSITION
443	AF STOCK FUND PROCESSING CONTROL	1 YR	JAN 92 - JAN 94	T177-04 R10.00
444	AF STOCK FUND GENERAL LEDGER AUDIT UPDATE	6 YR	JAN 92 - JAN 99	T177-04 R10.01
445	AF STOCK FUND TRIAL BALANCE - PROOF OF ACCOUNTS	2 YR	JAN 92 - JAN 95	T177-04 R11.00
446	AF STOCK FUND CONSOLIDATED PAYMENT HISTORY LIST	1 YR	JAN 92 - JAN 94	T177-04 R12.00
447	AUTOMATED MATERIEL ACCT SYS (U1050 -II) RCRDS TO REVIEW SBSS TRANS	3 MO	UP TO MAR 93	T177-04 R14.00
448	AUTOMATED MATERIEL ACCT SYS (U1050 -II) SUPPORT AFSF LEDGER UPDATES	1 YR	JAN 92 - JAN 94	T177-04 R15.00
449	AVFUEL MANAGEMENT ACCOUNTING SYSTEM - F3A, F2D, AND F3F	3 MO	UP TO MAR 93	T177-04 R18.00
450	AVFUEL MANAGEMENT ACCOUNTING SYSTEM - F3E, F3C, F3D, F3H, & F2R	1 YR	JAN 92 - JAN 94	T177-04 R19.00
451	RECONCILIATION LISTINGS	6 MO	UP TO MAR 93	T177-06 R02.00
452	DAILY AUDIT LISTS	1 MO	UP TO MAR 93	T177-06 R03.00
453	RFRTS OF SURVEY CASE FILES - AT PREPARING ACTIVITY	2 YR 0	OCT 92 - OCT 95 ✓	T177-09 R02.00
454	RFRTS OF SURVEY CASE FILES - AT SUPPLY ACCOUNTABLE OFFICES	2 YR	JAN 92 - JAN 95	T177-09 R03.00
455	REPORTS OF SURVEY REGISTERS	1 YR	JAN 92 - JAN 94	T177-09 R06.00
456	ACCOUNTS CONTROL SUBSIDIARY LEDGERS	3 YR	OCT 92 - OCT 96 ✓	T177-15 R02.00
457	ACCOUNTS CONTROL SUPPORTING RECORDS	3 YR	JAN 92 - JAN 96	T177-15 R04.00
458	FINANCIAL STATEMENTS, SCHEDULES, AND REPORTS	4 YR	OCT 92 - OCT 97 ✓	T177-15 R06.00
459	CASH ACCOUNTABILITY CONTROL - DAILY ACCOUNTABILITY	1 YR	JAN 92 - JAN 94	T177-17 R06.00
460	CASH ACCOUNTABILITY CONTROL - OVERAGE/LOSS, VERIFICATION	1 YR	OCT 92 - OCT 95 ✓	T177-17 R07.00

11/09/91

FILES MAINTENANCE AND DISPOSITION PLAN

MSSO/CLOSE

ITEM	TITLE		DESTRUCTION DATES	DISPOSITION
461	COMMERCIAL SERVICES FUND DISTRIBUTION RECORDS	1 YR	OCT 92 - OCT 93	T177-18 R01.00
462	CANCELLED COMMITMENTS	1 YR	JAN 92 - JAN 94	T177-18 R03.00
463	COMMERCIAL SERVICES ACCOUNTS RECEIVABLE - COLLECTION VOUCHERS	3 YR	OCT 92 - OCT 96 ✓	T177-18 R05.00
464	COMMERCIAL SERVICES - POSTING MEDIA	3 MO	UP TO MAR 93	T177-18 R10.00
465	US SAVINGS BOND RECORDS	1 YR	JAN 92 - JAN 94	T177-19 R10.00
✓ WITHDRAWN 466	PUBLIC VOUCHERS FOR MEDICAL SERVICES	5 YR	JAN ⁹³ / 92 - JAN 98	T177-19 R17.00
467	TRANSPORTATION REQUESTS	3 YR	OCT 92 - OCT 96 ✓	T177-20 R01.00
468	GOVERNMENT BILLS OF LADING (GB/Ls)	1 YR	JAN 92 - JAN 94	T177-20 R02.00
WITHDRAWN 469	ALLOTMENTS, COMMITMENTS, OBLIGATIONS	3 YR	OCT 92 - OCT 96 ✓	T177-20 R06.00
470	ACCRUED EXPENDITURES PAID	1 YR	JAN 92 - JAN 94	T177-20 R07.00
471	TRAVEL RECORDS - CONTROL LOGS	1 YR	OCT ⁹³ / 92 - OCT 94	T177-20 R10.00
472	TRAVEL RECORDS - POSTING MEDIA	3 MO	UP TO MAR 93	T177-20 R11.00
473	CIVILIAN INDIVIDUAL LEAVE FORMS, RECORDS	3 YR	JAN ⁹³ / 92 - JAN 97	T177-21 R02.00
474	CIVILIAN LEAVE AND ATTENDANCE FILES	3 YR	JAN ⁹³ / 92 - JAN 96	T177-21 R03.00
475	CIVILIAN APPLICATIONS FOR LEAVE - T/A FORM NOT INITIALED BY EM	3 YR ²	JAN ⁹⁴ / 92 - JAN 97	T177-21 R03.01
WITHDRAWN 476	INCOME TAX WITHHOLDINGS - TREASURY DEPARTMENT FORMS	4 YR	JAN ⁹³ / 92 - JAN 98	T177-21 R08.00
WITHDRAWN 477	CIVILIAN PAY REPORTS	4 YR	JAN ⁹³ / 92 - JAN 98	T177-21 R14.00
478	COPIES OF RECORDS SENT TO HO AFAFC/AJOED	6 MO	UP TO MAR 93	T177-32 R03.00
479	COPIES OF JUMPS DATA CHANGE TRANSACTION	6 MO	UP TO MAR 93	T177-32 R10.00

11/09/91

FILES MAINTENANCE AND DISPOSITION PLAN

MSSO/CLOSE

ITEM	TITLE		DESTRUCTION DATES	DISPOSITION
480	ACKNOWLEDGED COPIES OF MILITARY PAY ORDERS (MPOs)	6 MO	UP TO MAR 93	T177-32 R12.00
481	TRANSACTIONS PROCESSED, RECYCLED, REJECTED AT INPUT SOURCE	2 MO	UP TO MAR 93 ✓	T177-32 R13.00
482	TRANSACTIONS PROCESSED, RECYCLED, REJECTED AT PAY SUBJ AREAS	6 MO	UP TO MAR 93	T177-32 R14.00
483	ALL TRANSACTIONS (#s ONLY) PROCESSED DURING UPDATE	6 MO	UP TO MAR 93	T177-32 R15.00
484	ALL TRANSACTIONS W/IN A CYCLE THAT WENT TO RECYCLE FILE AT AFAFC	6 MO	UP TO MAR 93	T177-32 R16.00
485	ALL MANAGEMENT NOTICES PROVIDED BY AFAFC	6 MO	UP TO MAR 93	T177-32 R17.00
486	ALL REJECTED TRANSACTION LISTINGS	3 MO	UP TO MAR 93	T177-32 R18.00
487	LEAVE AND EARNING STATEMENTS DUPLICATE COPIES	2 MO	UP TO MAR 93 ✓	T177-32 R21.00
488	LES EXTRACTS (NBT 200) PRODUCTS CERTIFIED	1 YR	JAN ⁹⁴ 92 - JAN 95	T177-32 R22.00
489	JUMPS DAILY TRANSACTIONS RECEIVED/ ACTION TAKEN BY AFAFC	1 YR	JAN 92 - JAN 94	T177-32 R25.00
490	COLLECTION AND DISBURSEMENT VOUCHERS - COPIES	13 MO	UP TO NOV 94 ✓	T177-32 R26.00
491	CONTROL LOGS USED FOR REFERENCE AND CONTROL	1YR1MO	JAN 92 - FEB 94	T177-32 R27.00
492	INCOMING/OUTGOING AUTODIN TRANSMISSIONS	6 MO	UP TO MAR 93	T177-32 R28.00
493	LOGS TO CONTROL LEAVE AUTH (AF FORMS 1486 AND 1134)	1 YR	OCT ⁹³ 92 - OCT 94	T177-32 R30.00
494	TRANSMITTAL LETTERS FOR MIL PAY RECORDS	2 MO	UP TO MAR 93 ✓	T177-32 R32.00
495	NONAVAILABILITY OF GOVERNMENT QUARTERS AND MESS	1 YR	OCT ⁹³ 92 - OCT 94	T177-32 R33.00
496	JUMPS POSTING MEDIA	3 MO	UP TO MAR 93	T177-32 R34.00

11/09/91

FILES MAINTENANCE AND DISPOSITION PLAN

MSSO/CLOSE

ITEM	TITLE		DESTRUCTION DATES	DISPOSITION
497	PAY AUTHORIZATION BALANCE SHEET (COMPUTER LISTINGS)	6 MO	UP TO MAR 93	T177-32 R41.00
498	PAY SERVICE FILE LEAVE AND EARNING STATEMENT MISMATCH LISTING	3 MO	UP TO MAR 93	T177-32 R42.00
499	MONEY LISTS - NOT AFO RETAINED FILE OF DISBURSE/COLLECT VOUCHERS	3 MO	UP TO MAR 93	T177-32 R47.00
500	ONE-TIME MILITARY PAYROLL MONEY LIST	3 MO	UP TO MAR 93	T177-32 R48.00
501	CHECK ISSUE LISTING - NOT AT PAYING/COLLECTING SMA	3 MO	UP TO MAR 93	T177-32 R54.00
502	RECONCILIATION LISTS - AT CBPOs	1 YR	JAN 92 - JAN 94	T177-32 R60.00
503	JUMPS REFERENCE MATERIALS - AT CBPOs	6 MO	UP TO MAR 93 ✓	T177-32 R61.00
504	BASIC ALLOWANCE FOR QUARTERS (BAQ) RECERTIFICATION	2 YR	JAN 92 - JAN 95	T177-32 R68.00
505	SEPARATION/RETIREMENT PAPERWORK	6 MO	UP TO MAR 93	T177-32 R71.00
506	OAP PLANNING RECORDS - AT AFOs	1 YR	JAN 92 - JAN 94	T177-35 R01.01
507	OAP EXAMS, INSPECTIONS, SURVEYS - AT PERFORMING OFFICES	3 YR	JAN 92 - JAN 96	T177-35 R03.00
508	OAP EXAMS, INSPECTIONS, SURVEYS - AT INSPECTED ACTIVITY	1 YR	OCT ⁹³ 92 - OCT 94	T177-35 R04.00
509	POSTAL METER OPERATIONS (PS FORMS 3602-A, 3603, 3610 AND 3533)	2 YR	JAN ⁹⁵ 92 - JAN 96	T182-01 R11.00
510	PERMIT IMPRINT MAILING STMTS (PS FORMS 3602, 3602-PC, AND 3605)	1 YR	JAN 92 - JAN 94	T182-01 R12.00
511	APPOINTMENT OF UNIT MAIL CLERK/ ORDERLY - APPOINTMENT (DD 285)	2 YR	JAN 92 - JAN 95	T182-02 R01.00
512	DISPATCH AND DELIVERY RECEIPT ON ACCOUNTABLE MAIL	2 YR	JAN 92 - JAN 95	T182-02 R03.00
513	ACCOUNTABLE CONTAINER RECEIPTS (SIGNED COPIES)	2 YR	JAN ⁹⁴ 92 - JAN 96	T182-02 R14.00

11/09/91

FILES MAINTENANCE AND DISPOSITION PLAN

MSSO/CLOSE

ITEM	TITLE		<u>DESTRUCTION</u> <u>DATES</u>	DISPOSITION
514	APPLICATION FOR REGISTRATION - CERT OF MAIL/REGISTERED	2 YR	JAN 92 - JAN 95	T182-02 R16.00
515	POSTAL ANALYSES AND SUMMARIES	6 MO	UP TO MAR 93	T182-02 R21.00
516	DELIVERY RECEIPT FOR ARFCOS MATERIAL (ARFCOS FORM 4)	1 YR	JAN ⁹³ / 92 - JAN 94	T183-01 R06.00
517	PUBLIC AFFAIRS RELEASE - ORIGINALS/FILE COPIES - ROUTINE	1 YR	 JAN 94	T190-01 R01.01
518	KEY ISSUE LOGS	1 MO	UP TO MAR 93 ✓	T205-01 R05.00
519	AUTHORITY TO ESCORT OR HANDCARRY CLASSIFIED MATERIAL	1 YR	JAN ⁹³ / 92 - JAN 95	T205-01 R07.00
520	SECURITY INCIDENTS - OTHER THAN NATO	2 YR	JAN ⁹³ / 92 - JAN 96	T205-01 R10.00
521	TOP SECRET CONTROL REGISTERS	5 YR	JAN ⁹³/92 - JAN 98	T205-01 R13.00
522	TOP SECRET CONTROL REGISTER ACCESS RECORDS/COVER SHEETS	2 YR	JAN 92 - JAN 95	T205-01 R14.00
523	TOP SECRET INVENTORIES	1 YR	JAN ⁹³ / 92 - JAN 94	T205-01 R15.00
524	SUSPENSE RECORDS FOR CLASSIFIED MATERIAL REQUIRING RECEIPT-ON-LOAN	2 YR	JAN 92 - JAN 95	T205-01 R16.00
525	RECEIPT FOR CLASSIFIED MATERIAL OR DESTRUCTION CERTIFICATE	2 YR	JAN ⁹⁴ / 92 - JAN 96	T205-01 R18.00
526	SECURITY TERMINATION STATEMENTS - AT UNIT OF ASSIGNMENT	2 YR	JAN ⁹⁴ / 92 - JAN 96	T205-01 R19.00
527	SECURITY INSPECTIONS	1 YR	JAN ⁹³ / 92 - JAN 94	T205-01 R40.00
528	INFORMATION SECURITY PROGRAM REVIEWS	1 YR	 JAN 94	T205-01 R41.00
529	VIOLATIONS OF SECURITY DIRECTIVES	1 YR	JAN 92 - JAN 94	T205-03 R11.00
530	AEROSPACE SECURITY OPERATIONS EVALUATIONS	1 YR	 JAN 94	T207-01 R01.00
531	SECURITY SYSTEMS - INTRUSION DETECTION SYSTEM PLANS, PROPOSALS	1 YR	JAN 92 - JAN 94	T207-01 R01.01

11/09/91

FILES MAINTENANCE AND DISPOSITION PLAN

MSSO/CLOSE

ITEM	TITLE		DESTRUCTION DATES	DISPOSITION
532	AEROSPACE SYSTEMS SECURITY REQUESTS FOR VISITS	3 MO	UP TO MAR 93	T207-01 R04.00
533	AEROSPACE SYSTEMS SECURITY CONTRACTOR AUTHORIZATIONS	1 MO	UP TO MAR 93	T207-01 R05.00
534	AEROSPACE SECURITY PLAN (OPLAN 207 ()) - MASTER PLAN	1 YR	JAN ⁹³ 92 - JAN 94	T207-01 R06.00
535	FAMILY SERVICES PROGRAM - TRAINING/EXPERIENCE RECORD	2 YR	JAN 92 - JAN 94	T211-01 R02.00
536	REQUESTS FOR TUITION ASSISTANCE	2 YR	JAN 92 - JAN 95	T213-01 R02.00
537	RECORDS SUPPORTING CONSOLIDATING GRADE SHEETS	2 YR	JAN 92 - JAN 95	T213-01 R03.00
538	EDUCATION SERVICES PROGRAM - CASES OF NONCOMPLIANCE OR FAILURE	2 YR	JAN 92 - JAN 95	T213-01 R04.00
539	DANTES RECORDS	2 YR	JAN 92 - JAN 95	T213-01 R05.00
540	MEMORANDUM OF UNDERSTANDING	2 YR	JAN 92 - JAN 95	T213-01 R07.00
541	RELIGIOUS, MORALE, WELFARE, AND RECREATION PROGS - SUPPLY, BUDGET	1 YR	JAN 92 - JAN 94	T215-01 R02.00
542	LIBRARY ACQUISITIONS RECORDS	3 YR	JAN ⁹⁴ 92 - JAN 96	T215-03 R01.00
543	LIBRARY DISPOSITION FILES	3 YR	JAN ⁹³ 92 - JAN 96	T215-03 R02.00
544	LIBRARY SHELF LISTS - CARDS ON MATERIAL REMOVED FROM A COLLECTION	1 YR	JAN 92 - JAN 94	T215-03 R05.00
545	LIBRARY BALANCE ON HAND	1 YR	JAN 92 - JAN 94	T215-03 R10.00
546	REPORTS OF AUDIT - LIBRARY CONTROL RECORDS	1 YR	JAN 92 - JAN 94	T215-03 R11.00
547	CHILD CARE RECORDS - ATTENDANCE, FEE COLLECTION, SIGN IN/OUT	3 YR	JAN 92 - JAN 96	T215-04 R02.00
548	MINUTES OF NAF COUNCIL, ADVISORY COMMITTEE, MEMBER MEETINGS	2 YR	JAN 92 - JAN 95	T215-06 R02.00
549	OPEN MESS FACILITY MAINTENANCE, REPAIR, IMPROVEMENT, CONSTRUCTION	3 YR	JAN 92 - JAN 96	T215-06 R09.00

11/09/91

FILES MAINTENANCE AND DISPOSITION PLAN

MSSQ/CLOSE

ITEM	TITLE		DESTRUCTION DATES	DISPOSITION
550	OPEN MESS GUEST CHECKS - ACCOUNTS CONTROL COPIES	3 MO	UP TO MAR 93	T215-06 R18.00
551	CHAPLAIN PROFESSIONAL. FACILITY UTILIZATION - INDIVIDUAL REPORTS	1 YR	[REDACTED] JAN 94	T265-01 R14.00
552	CHAPLAIN PROFESSIONAL. FACILITY CONSOL RPTS - NOT AT HQ USAF	2 YR	[REDACTED] JAN 95	T265-01 R16.00
553	CERTIFICATION OF ATTENDANCE AND OFFERINGS	2 YR	JAN 92 - JAN 95	T265-01 R16.01
554	UNIT DISASTER PREFAREDNESS TRAINING EXERCISE REPORTS	2 YR	JAN ⁹³ / 92 - JAN 95	T355-01 R06.00
555	DISASTER SUPPORT GROUP, DISASTER RESPONSE FORCE RECORDS	2 YR	JAN ⁹³ / 92 - JAN 95	T355-01 R21.00
556	DISASTER PREPAREDNESS PLANNING DOCUMENTS	2 YR	JAN ⁹³ / 92 - JAN 95	T355-01 R28.00
557	SUPPLEMENTAL (LOCAL) DISASTER PREPAREDNESS PLANS	2 YR	JAN ⁹⁴ / 92 - JAN 95	T355-01 R29.00
558	LISTING OF PERSONNEL WHO HAVE TAKEN DISASTER PREPAREDNESS TNG	2 YR	JAN ⁹³ / 92 - JAN 95	T355-01 R35.00
559	ENGINE STATUS REPORT AT ACTY REPORTING TO ENGINE MANAGER	1 MO	UP TO MAR 93	T400-02 R03.00
560	RECLAMATION/USE OF PRECIOUS METALS - BELOW MAJOR SUBORDINATE CMD	1 YR	JAN ⁹³ / 92 - JAN 94	T400-05 R02.00
561	BASE-LEVEL COMMUNICATIONS-COMPUTER SYSTEMS PLAN-AT SERVICING INSTALL	1 YR	JAN 92 - JAN 94	T700-01 R07.00
562	COMMUNICATIONS-COMPUTER SYSTEMS REQUIREMENTS BOARD (CSRB) AT OPR	2 YR	JAN 92 - JAN 95	T700-02 R01.00
563	COMM-COMPUTERS SYSTEMS REQUIREMENT BOARD(CSRB)-AT OTHER THAN OPR	1 YR	JAN ⁹³ / 92 - JAN 94	T700-02 R02.00
564	COMM-COMPUTERS SYSTEMS REQUIREMENT DOCUMENTS (AT OPERATING ACTIVITY)	1 YR	JAN 92 - JAN 94	T700-03 R01.00
565	PROJECT FILE (BASE WIRE CABLE PRO-JECTS AT FACILITY LOCATION)	1 YR	JAN 92 - JAN 94	T700-05 R07.00

11/09/91

FILES MAINTENANCE AND DISPOSITION PLAN

MSSO/CLOSE

ITEM	TITLE		DESTRUCTION DATES	DISPOSITION
566	DEFENSE COMMUNICATIONS AGENCY (DCA) EVALUATION RPTS (HQ USAF & MAJCOM)	2 YR	JAN 92 - JAN 95	T700-07 R01.00
567	SITE ENVIRONMENT	3 YR	JAN ⁹³ / 92 - JAN 96	T700-07 R06.00
568	HEADER CARD DATA	1 MO	UP TO MAR 93	T700-08 R01.00
569	HEADER/END OF TRANSMISSION	1 MO	UP TO MAR 93	T700-08 R04.00
570	OPERATIONAL CONTROL RECORDS	1 MO	UP TO MAR 93	T700-08 R12.00
571	TELECOMMUNICATIONS CENTER (TCC) PERFORMANCE RECORDS	6 MO	UP TO MAR 93 ✓	T700-08 R13.00
572	TRACER ACTION CASE FILES	1 YR	JAN 92 - JAN 94	T700-08 R19.00
573	AUTOMATION EQUIPMENT USE AND MAIN- TENANCE (FORMS OR CARDS EQUIPMENT)	2 YR	JAN ⁹³ / 92 - JAN 95	T700-08 R24.00
574	TELEPHONE, TELEGRAPH, TELAUTOGRAPH & NONTACTICAL RADIO ACCOUNTING	2 YR	JAN ⁹³ / 92 - JAN 95	T700-09 R10.00
575	MARS MESSAGES	3 MO	UP TO MAR 93	T700-12 R12.00
576	MARS PROPERTY ACCOUNTABILITY	1 3 YR	JAN 92 - JAN 96	T700-12 R19.00
577	GROUND RADAR STATION REPORTS (ORIGINAL REPORTS)	1 YR	JAN 92 - JAN 94	T700-15 R07.00
578	HISTORY FOLDER (CIRCUIT, TRUNK LINK) (AT TERMINAL STATIONS)	6 MO	UP TO OCT 93	T700-16 R01.00
579	HISTORY FOLDER (CIRCUIT, TRUNK LINK) (AT OTHER THAN TERM STATION)	1 MO	UP TO MARY 93	T700-16 R02.00
580	SYSTEMS CONTROL OPERATIONS (QUAILTY CONTROL TEST SCHEDULES)	6 MQ	UP TO OCT 93 ✓	T700-16 R03.00
581	SYSTEMS CONTROL OPERATIONS (OPERATIONAL DIRECTION MSGS)	1 YR	JAN ⁹³ / 92 - JAN 94	T700-16 R04.00
582	SYSTEMS CONTROL OPERATIONS (MASTER STATION LOGS)	1 YR	JAN ⁹³ / 92 - JAN 94	T700-16 R05.00
583	OUTAGE	1 YR	JAN ⁹³ / 92 - JAN 94	T700-16 R07.00
584	SPECIAL HONORS, TROPHIES, AWARDS - AT INITIATING ACTIVITIES	2 YR	JAN ⁹³ / 92 - JAN 95	T900-01 R02.00

11/09/91

FILES MAINTENANCE AND DISPOSITION PLAN

MSSQ/CLOSE

ITEM	TITLE		DESTRUCTION DATES	DISPOSITION
585	SPECIAL HONORS, TROPHIES, AWARDS- AT INTERMEDIATE HQ & ALL NONSELECTEES	1 YR	JAN ⁹³ / ₉₂ - JAN 94	T900-01 R03.00
586	MEMORIALIZATION PROG- AT MAJOR & SUBORDINATE COMMANDS	1 YR	JAN 92 - JAN 94	T900-01 R06.00
587	APPROVED PEACETIME US MIL/NONMIL & FOREIGN DECORATIONS	1 YR	JAN 92 - JAN 94	T900-01 R11.00
588	APPR/DISAPPR DECORATIONS/AWARDS - AT INITIATING/MONITORING HQs	1 YR	[REDACTED] JAN 94	T900-01 R11.00
589	DECORATIONS TO UNITS	2 YR	JAN ⁹³ / ₉₂ - JAN 95	T900-01 R13.00
590	FAVORABLE COMMUNICATIONS	1 YR	JAN ⁹³ / ₉₂ - JAN 95	T900-01 R15.00
591	OUTSTANDING PERSONNEL PROGRAMS	1 YR	JAN ⁹⁴ / ₉₂ - JAN 96	T900-01 R16.00
592	AF MAINTENANCE AWARDS - APPROVED RECOMMENDATIONS	2 YR	[REDACTED] - JAN 95	T900-01 R29.00
593	AF MAINTENANCE AWARDS - DISAPPROVED RECOMMENDATIONS	1 YR	JAN 92 - JAN 94	T900-01 R30.00
594	TRANSPORTATION AWARDS	1 YR	JAN 92 - JAN 94	T900-01 R33.00
595	AIR TRAFFIC CONTROL ANNUAL AWARDS SELECTED INDIVIDUALS/FACILITY	2 YR	JAN 92 - JAN 95	T900-01 R35.00
596	AIR TRAFFIC CONTROL AWARDS - NONSELECTED	1 YR	JAN 92 - JAN 94	T900-01 R36.00
597	AIRCRAFT "SAVE" AWARDS - RECORDS NOT COVERED IN RULES 37,38,39	1 YR	JAN ⁹³ / ₉₂ - JAN 94	T900-01 R40.00
598	AIR TRAFFIC CONTROLLER BADGE	1 YR	JAN ⁹³ / ₉₂ - JAN 94	T900-01 R42.00
599	SUGGESTIONS, INVENTIONS, AND SCIENTIFIC ACHIEVEMENTS	1 YR	[REDACTED] - JAN 94	T900-02 R01.00
600	SUGS. INVENTIONS, & SCIENTIFIC ACHIEVEMENTS - AT EVAL OFF	1 YR	JAN ⁹³ / ₉₂ - JAN 94	T900-02 R02.00
601	MINUTES OF SUGGESTION PROGRAM MEETINGS/ACTION MEMORANDA	2 YR	JAN 92 - JAN 95	T900-02 R03.00