

**REQUEST FOR AUTHORITY
TO DISPOSE OF RECORDS**
(See Instructions on Reverse)

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DATE RECEIVED <i>12/14/73</i>	JOB NO. NC 174-114
NOTIFICATION TO AGENCY	
In accordance with the provisions of 44 U.S.C. 3303a the disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "with-drawn" in column 10.	
Date <i>2-25-74</i>	<i>James B. Rhoads</i> Archivist of the United States

TO: **GENERAL SERVICES ADMINISTRATION,
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, D.C. 20408**

1. FROM (AGENCY OR ESTABLISHMENT)
DEPARTMENT OF THE AIR FORCE

2. MAJOR SUBDIVISION
DIRECTORATE OF ADMINISTRATION

3. MINOR SUBDIVISION
DOCUMENTATION SYSTEMS DIVISION

4. NAME OF PERSON WITH WHOM TO CONFER
Mr. C. J. Phillips

5. TEL. EXT.
11 X29209

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 3 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified.

13 DEC 1973
(Date)

Herbert G. Geiger
(Signature of Agency Representative)

HERBERT G. GEIGER, Chief
Documentation Systems Division
Directorate of Administration
(Title)

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	<p align="center">SPECIALIZED PUBLICATIONS (TABLE 8-1)</p> <p>The purpose of this submission is to establish new disposition standards for Air Force Technical Orders (TOs). Issuing Air Materiel Areas (AMAs) of the Air Force Logistics Command (AFLC) furnish copies of TOs upon issuance to the National Personnel Records Center (MPR). NPRC (MPR) maintains TOs for USAF on a reimburseable basis per agreement between AFLC and GSA.</p> <p>Under procedures proposed herein, the responsible AMA will notify NPRC (MPR) of disposition to be made of rescinded TOs on expiration of the prescribed retention period, based on factors listed in footnote 3 to table 8-1, attached.</p> <p>If proposed disposition is approved, request waiver of reporting requirements of FPMR 101-11.408-3 for TOs to be donated either to the AF Museum or the National Air and Space Museum.</p>	<p>NN 170-33</p>	

TABLE 8-1 SPECIALIZED PUBLICATIONS

R U L E	A	B	C	D
	If documents are or pertain to	consisting of	which are at	then
3	technical orders (TOs)	*record copy of each TO in the AF TO system (AFR 8-2)	*maintained for USAF at NPRC (MPR) per agreement between AFLC and GSA	*destroy 6 years after TO is rescinded, contracts are closed, and equipment is dropped from inventory. (Exception: note 3).
4		background material, such as forms, reports, correspondence and other documents concerning initiation, preparation, issuance, and changes to TOs	*maintained at issuing activities	destroy 2 years after TO is superseded, obsolete, or rescinded.

copy

TABLE 8-1, NOTES

3. Prior to authorizing NPRC (MPR) to destroy TOs on expiration of retention period, the responsible Air Materiel Area (AMA) will, in the following sequence:

a. Assure that all AF obligations to other users (Air National Guard, Air Force Reserve, Military Assistance Pact countries and Foreign Military Sales customers, etc.) have been satisfied.

b. Assure through the AMA Staff Judge Advocate and HQ USAF/JAC, that there are no unsettled claims, litigation, or other incomplete actions involving a rescinded TO.

c. Provide a listing and offer the TOs to the following organizations:

(1) Director, Air Force Museum, Wright Patterson AFB OH 45433.

(2) If the Air Force Museum declines, offer the TOs to the Assistant Director for Aeronautics, National Air and Space Museum, Smithsonian Institute, Wash DC 20560.

d. Obtain written permission from the data source to release TO for museum use if it contains proprietary data. If any conditions are imposed by the contractor, they will be stipulated in the transfer agreement.