

**REQUEST FOR AUTHORITY  
TO DISPOSE OF RECORDS**

*(See Instructions on Reverse)*

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

LEAVE BLANK	
DATE RECEIVED <b>APR 25 1974</b>	JOB NO <b>NC 174-216</b>
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disposal request, including amendments, is approved except for items that may be stamped 'disposal not approved' or 'withdrawn' in column 10	
Date <i>5-7-74</i> <i>James E. O'Neil</i> Archivist of the United States	

1 FROM (AGENCY OR ESTABLISHMENT)  
DEPARTMENT OF THE AIR FORCE, HQ USAF

2 MAJOR SUBDIVISION  
DIRECTORATE OF ADMINISTRATION

3 MINOR SUBDIVISION  
DOCUMENTATION SYSTEMS DIVISION

4 NAME OF PERSON WITH WHOM TO CONFER  
Mr. R. J. Norman

5 TEL EXT  
11-29239

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

23 APR 1974

*Herbert G. Geiger*  
(Signature of Agency Representative)

**HERBERT G. GEIGER, Chief**  
Documentation Systems Division  
Directorate of Administration

(Date)

(Signature of Agency Representative)

(Title)

7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
	<b>EQUIPMENT MAINTENANCE RECORDS (66-8) (Applicable Air Force-wide)</b>		
1	Reference attached table 66-8 to AFM 12-50: Rule 1 Time compliance technical order products. Amends disposition to allow for an exception when mechanized reports are not used.	NN173-54	
2	Rule 3.1. Record copies of daily maintenance plans. Adds rule 3.1 to provide for appropriate disposition.		
3	Rule 8. Work schedules. Adds shop workload summaries to disposition.	NN173-54	
4	Rule 28. Communications-electronics-meteorological onsite maintenance documents. Amended to provide new disposal standard for records previously approved on table 66-3, rule 3.10.	1 NN173-57/ Table 66-3/ 3.10	
5	Rule 29. Minutes of maintenance meetings. Amended to provide for disposal standard.		
6	Rule 38. Data processing machine listing. Adds rule 38 to provide for appropriate disposition.		
	(GAO approval for these records is not considered appropriate or necessary.)		

TABLE 66-8

## EQUIPMENT MAINTENANCE RECORDS (see note)

R U L E	A	B	C	D
	If documents are or pertain to	consisting of	which are	then
1	aerospace vehicles, communications electronics meteorological equipment, ground/air launched missiles, or related equipment	documents used in scheduling, controlling, and managing maintenance efforts, recording operational data and status information, and documenting the accomplishment of servicing, inspection, checkout, adjustment, calibration, repair, overhaul, and modification	* time compliance technical order products not covered by table 66-3	destroy after receipt and verification of next report
2			monthly maintenance plan (record copies)	* destroy when no longer needed for reference, or after 1 year, whichever is sooner
3			weekly maintenance plan (record copies)	destroy after 3 months
4			visual aids	* destroy when replaced, obsolete, or no longer required
5			equipment operator certificate	
6			data transmittal documents	destroy when purpose has been served or after 1 month, whichever is sooner
7			daily requirements and dispatch records used for dispatch control of aerospace ground equipment	
8			personnel availability forecast and maintenance preplan used in preparation of work schedules	
9			punch card transcripts used as source document for computer products	destroy when computer product is verified
10			job standards	* destroy when replaced by a new job standard or when no longer needed whichever is sooner.
11			missile status worksheet	destroy after 3 months or when no longer needed

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weekly/daily flying schedule coordination used to insure all concerned agencies are notified of schedule changes	destroy after 3 months
generation maintenance plan and generation sequence action schedule used to preplan and establish sequence of events for generation actions	destroy when replaced by a new plan or action schedule
inspection/time compliance technical order (TCTO) planning guide for inspection/TCTO accomplishment	★ destroy 1 month after completion if no longer required, but not later than after 1 year
specialist dispatch control log used for internal workcenter control of personnel dispatch	★ destroy daily, when no longer required, but not later than after 1 month
aerospace ground equipment (AGE) status used to notify maintenance control of AGE status	
technical order distribution record used to maintain technical order files	destroy when replaced by a new form or when no longer required whichever is sooner ★
time change requirement forecast	destroy when no longer required for reference or followup
maintenance data collection forms used for scheduled preventive maintenance	destroy after summary reports are produced
maintenance data collection record used for repair, inspection,	★ retain for 3 months, then destroy if no longer required for reference or suspense, or after summary reports are produced and narrative is transcribed to significant historical data form, but destroy not later than after 1 year.

**TABLE 66-8 (Continued)**

R U L E	A	B	C	D
	If documents are or pertain to	consisting of	which are	then
21			original or source documents, created for control purposes	★ destroy when purpose has been served, or after 3 months, whichever is sooner
22			schedule of technician availability	
23			telephone trouble log	★ destroy after all entry spaces have been used, when no longer needed, or after 3 months, whichever is sooner
24			transient job control number registers	destroy after 1 year or after submission of semiannual transient aircraft information
25			base job control number register	★ destroy when no longer required for reference or followup, but no later than 3 months after all entry spaces have been used.
26			advanced configuration management system projection of items due for mandatory removal	destroy after receipt and verification of next report
27			advanced configuration management system selected article configuration status report	destroy pages that are superseded after receipt, verification, and file of changed pages
28			★ [RESERVED]	
29			★ [RESERVED]	
30			for equipment involved in an accident or incident that results in damage to private property or injury to personnel, resulting in an investigation	dispose of with the investigative file of which they become a part
31			for equipment destroyed, abandoned, reclaimed, salvaged, lost, or missing	★ destroy 3 months after abandonment of search or physical disposition
32			★ for expended air launched missiles	

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33		for ground launched missiles expended or destroyed (not related to AFR 110-14), and reentry vehicle	forward to AFLC System Manager or SAAMA Director of Special Weapons, as applicable Destroy after 3 months, provided all pertinent data has been extracted for other documents or the original documents have served their purpose
33 1 ★		for equipment dropped from AF inventory for reasons other than specified in rules 30 thru 33	destroy after 3 months
34		duplicates or non-record copies of documents in rules 1 thru 32	★ destroy when no longer needed or after 1 year, whichever is sooner
35	work order authorizations, production orders, work adjustment orders, work order numbers, and instruction slips	working copies	destroy 6 months after completion of job
36		extra copies	destroy on completion of job
37		selected work orders pertaining to local manufacture of items used to establish work standards and costs of repetitive work	destroy after 1 year

★ Note This table applies only to those documents that are prescribed by and maintained in accordance with AFM 66-1 and associated 00-20-series technical orders. These documents may be destroyed on inactivation of the unit, if not needed by a successor unit (see paragraph 6-2, this manual)

TABLE 66-8

EQUIPMENT MAINTENANCE RECORDS (see note)

R U L E	A	B	C	D
	If documents are or pertain to	consisting of	which are	then
1	aerospace vehicles, communications electronics meteorological equipment, ground/air launched missiles, or related equipment	documents used in scheduling, controlling, and managing maintenance efforts, recording operational data and status information, and documenting the accomplishment of servicing, inspection, checkout, adjustment, calibration, repair, overhaul, and modification	time compliance technical order products not covered by table 66-3	*destroy after receipt and verification of next report. (Exception: When mechanized reports are not used, destroy 3 months after posting, if no longer required, or no later than 1 year.)
2			monthly maintenance plan (record copies)	destroy when no longer needed for reference, or after 1 year, whichever is sooner
3			weekly maintenance plan (record copies)	destroy after 3 months.
3.1 ★			record copies of daily maintenance plan	destroy after 3 months or when no longer needed for reference, whichever is sooner.
4			visual aids	destroy when replaced, obsolete, or no longer required.
5			*special qualification certificate	→ NN 173-54
6			data transmittal documents	destroy when purpose has been served or after 1 month, whichever is sooner.
7			daily requirements and dispatch records used for dispatch control of aerospace ground equipment	
8			*personnel availability forecast, shop workload summary, and maintenance preplan used in preparation of work schedules	→ NN 173-54
9			punch card transcripts used as source document for computer products	destroy when computer product is verified.
10		job standards	destroy when replaced by a new job standard or when no longer needed whichever is sooner.	

*Approved NN 173-54*

11	missile status worksheet	destroy after 3 months or when no longer needed.
12	weekly/daily flying schedule coordination used to insure all concerned agencies are notified of schedule changes	destroy after 3 months.
13	generation maintenance plan and generation sequence action schedule used to preplan and establish sequence of events for generation actions	destroy when replaced by a new plan or action schedule.
14	inspection/time compliance technical order (TCTO) planning guide for inspection/TCTO accomplishment	destroy 1 month after completion if no longer required, but not later than after 1 year.
15	specialist dispatch control log used for internal workcenter control of personnel dispatch	destroy daily, when no longer required, but not later than after 1 month.
16	aerospace ground equipment (AGE) status used to notify maintenance control of AGE status	
17	technical order distribution record used to maintain technical order files	destroy when replaced by a new form or when no longer required whichever is sooner.
18	time change requirement forecast	destroy when no longer required for reference or followup.
19	maintenance data collection forms used for scheduled preventive maintenance	destroy after summary reports are produced.
20	*maintenance data collection record used for repair, inspection, and time change items	retain for 3 months, then destroy if no longer required for reference or suspense, or after summary reports are produced and narrative is transcribed to significant historical data form, but destroy not later than after 1 year.

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TABLE 66-8 (Continued)

R U L E	A If documents are or pertain to	B consisting of	C which are	D then
21			*original or source documents, created for control purposes, such as job control documents when equipment status reporting is not required	<input type="checkbox"/> destroy when purpose has been served, or after 3 months, whichever is sooner.
22			schedule of technician availability	
23			telephone trouble log	destroy after all entry spaces have been used, when no longer needed, or after 3 months, whichever is sooner.
24			transient job control number registers	destroy after 1 year or after submission of semiannual transient aircraft information.
25			base job control number register	destroy when no longer required for reference or followup, but no later than 3 months after all entry spaces have been used.
26			advanced configuration management system projection of items due for mandatory removal	destroy after receipt and verification of next report.
27			advanced configuration management system selected article configuration status report	destroy pages that are superseded after receipt, verification, and file of changed pages
28			communications-electronics-meteorological onsite maintenance documents, i.e., pre-IRAN survey record and certification and certificate of IRAN maintenance accomplished	destroy after 1 year if no longer needed for follow-up.
29			minutes of maintenance meetings	destroy when no longer needed for reference or follow-up.
30			for equipment involved in an accident or incident that results in damage to private property or injury to personnel, resulting in an investigation	dispose of with the investigative file of which they become a part.

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Previous job (supervisor)  
NN173-57/66-3/3.10

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31		for equipment destroyed, abandoned, reclaimed, salvaged, lost, or missing	destroy 3 months after abandonment of search or physical disposition.
32		for expended air launched missiles	
33		for ground launched missiles expended or destroyed (not related to AFR 110-14), and reentry vehicle	forward to AFLC System Manager or SAAMA Director of Special Weapons, as applicable. Destroy after 3 months, provided all pertinent data has been extracted for other documents or the original documents have served their purpose.
33.1		for equipment dropped from AF inventory for reasons other than specified in rules 30 thru 33	destroy after 3 months.
34		duplicates or non-record copies of documents in rules 1 thru 32	destroy when no longer needed or after 1 year, whichever is sooner
35	work order authorizations, production orders, work adjustment orders, work order numbers, and instruction slips	working copies	destroy 6 months after completion of job.
36		extra copies	destroy on completion of job.
37		selected work orders pertaining to local manufacture of items used to establish work standards and costs of repetitive work	destroy after 1 year.
38	data processing machine listing, such as identification number listings, etc.		destroy after 2 years or when purpose has been served, no longer needed, or superseded, whichever is sooner.

Note: This table applies only to those documents that are prescribed by and maintained in accordance with AFM 66-1 and associated 00-20-series technical orders. These documents may be destroyed on inactivation of the unit, if not needed by a successor unit (see paragraph 6-2, this manual).