

REQUEST FOR AUTHORITY
TO DISPOSE OF RECORDS

7 items

(See Instructions on Reverse)

AFU

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

LEAVE BLANK	
DATE RECEIVED DEC 27 1974	JOB NO NC - AFU - 75 - 31
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	
1-13-75 (Date)	<i>James B. Phoad</i> Archivist of the United States

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

11-29209

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

13 DEC 1974

Herbert G. Geiger
(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
	<p>AIR TRAFFIC CONTROL (ATC) RECORDS Table 60-1</p> <p>The purpose of this submission is to revise and update AFM 12-50, table 60-1, to reflect current needs and requirements. Proposed new rule 5.1 covers facility memos formerly included as part of rule 4. Retention period has been reduced from 2 years. Rules 6 through 10 have been changed to realign the table with the current ATC analysis program documentation requirements. Rules 8 and 9 of present table 60-1 have been omitted because disposition is now in changed rules 6 and 7. Rule 25 has been changed to correspond with current functional title. Rule 26 has been deleted because quarterly summaries are no longer prepared. Description in rule 27 has been changed to "evaluation worksheet."</p>	NN170-33	

Copy to Agency 11/5/75 dO

R U L E	T 60-1 A	B	C	D
	If documents are or pertain to	consisting of	which are at	then
4	administration	*letters of agreement and operations letters	maintained by preparing activity	destroy 2 years after supersession or recision.
5			maintained by monitoring or review activities	destroy 6 months after supersession or recision.
5.1 *		facility memoranda	maintained by preparing or monitoring activities	destroy 6 months after supersession or recision, or when no longer needed, whichever is sooner.
6	ATC analysis program	*unit reports and related correspondence	*at other than HQ USAF and HQ AFCS	*destroy on receipt of succeeding report, or when reported action items are completed, whichever is later.
7			*at HQ USAF and HQ AFCS	*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 purpose has been served, whichever is sooner.
*		analysis checklists		destroy when related report is prepared.

10-130.1

11	flight operations summary records	reports and other documents containing statistics of flying hours expended, aircrew qualifications status and personnel utilization, overdue flight checks, and similar records pertinent to facility management and operations	are at preparing and intermediate activities	destroy when no longer needed, or after 1 year, whichever is sooner.	190316a
12			are at requesting activities	destroy after 4 years.	190316b
13		ATC quarterly summary report	★ MAJCOMs and below	destroy when no longer needed, or after 4 years, whichever is sooner	190316a
14			are at HQ USAF	destroy after 3 years.	190316b
15	ATC certificate and rating records	form records of USAF ATC examination/certificate	are initial issue, or for each revocation, and for final cancellation of each certificate number assigned to AF personnel	forward for inclusion in individual's master personnel record (see table 35-1).	190111e(1)(a)
16		forms (other than rule 1 copies) of USAF ATC examination/certificate, test score sheet, comparable forms, and related correspondence	are at operating examiners level	destroy when purpose has been served.	
17			are at major and major subordinate command and/or monitoring examiner's copy	destroy after 3 years.	190111e(1)(b)

10 January 1973

AFM 12-50 (C11)

TABLE 60-1 (Continued)

R U L E	A	B	C	D
	If documents are or pertain to	consisting of	which are	then
18		forms of USAF ATC certificate and facility rating record	are cancelled	return to individual.
19		forms of USAF ATC facility rating grade sheet and comparable forms	are individual personnel record copy and/or operating examiner's copy	destroy when declared non-current through retesting.
20			are individual copies other than rule 19	destroy on reassignment (PCS), separation, or reclassification from the air traffic controller field, whichever is sooner.
21			are at major and major subordinate command and/or monitoring examiner's copy	destroy when no longer needed for testing, evaluation, and/or analysis purposes.
22		tabulating form runoff sheet, with related punch card decks	make up a master roster of certified air traffic controllers	destroy superseded roster after a new master roster is verified against the current rosters.
23			are on reassignment or transfer of the responsibilities of the air traffic controller's rating and certification program to another activity, MAJCOM, department, or agency	forwarded to the gaining activity.
24	minutes of meetings	minutes of ATC board meetings and related correspondence	a special collection maintained in addition to, but not duplicative of the board/committee case files in table 25-3	destroy after 2 years.

TABLE 60-1 (Continued)

R U L E	A	B	C	D
	If documents are or pertain to	consisting of	which are	then
25	*operational evaluations	individual reports and related papers; NOTAM systems, Pilot to Forecaster Service (PFSV) flight evaluations, Air Traffic Service (ATS) 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 purpose has been served, whichever is sooner.

* Notes 1. Documentation relating to aircraft accidents/incidents, operational hazards, and/or alleged violations will be destroyed after six months, or upon completion of investigation. See also tables 127-1 and 127-2.

2 AFCS 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