

**REQUEST FOR AUTHORITY
TO DISPOSE OF RECORDS**

2 items

(See Instructions on Reverse)

AFU

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

LEAVE BLANK	
DATE RECEIVED JAN 16 1975	JOB NO NC - AFU - 75 - 37
NOTIFICATION TO AGENCY	
In accordance with the provisions of 44 USC 3303a the disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "with drawn" in column 10	
<i>2-5-75</i> (Date)	<i>James B. Rhoads</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. K. J. Bilek

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

13 JAN 1975

Herbert G. Geiger

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
1	AIRDROP INSPECTION RECORDS/ MALFUNCTION AND ACTIVITY REPORTS (Applicable Air Force-wide) (55-14) See attached new table which provides disposition instructions for documentation required to prescribe and document joint airdrop inspections and to report airdrop malfunctions and activity. Documentation is used in malfunction analysis and prevention programs. The retention period will adequately serve all legal and administrative requirements of the Air Force.	DLT 55-14 Rules 1 & 2	

Copy to Agency 2/10/75 (Q)

* TABLE 55-14

AIRDROP INSPECTION RECORDS/MALFUNCTION AND ACTIVITY REPORTS

R U L E	A	B	C	D
	If documents are or pertain to	consisting of	which	then
1	joint airdrop in- spections or mal- function and activ- ity reporting	joint airdrop inspection record, airdrop malfunc- tion report, monthly air- drop summary report	are at MAJCOMs and below	destroy after 1 year.
2			become part of records of accident/ incident investiga- tion per AFR 127-4	destroy with the records to which they pertain (see table 127-2, rule 3).