

**REQUEST FOR AUTHORITY
TO DISPOSE OF RECORDS**

(See Instructions on Reverse)

12 items

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

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. Neil Vandergraaf Jr

5. TEL. EXT.
756-2385

6. CERTIFICATE OF AGENCY REPRESENTATIVE:

LEAVE BLANK	
DATE RECEIVED SEP 30 1976	JOB NO. NC1-AFU-76-80
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.	
<i>10-29-76</i> (Date)	<i>James B. Rhoads</i> Archivist of the United States

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

28 SEP 1976

Date

(Signature of Agency Representative)

Herbert G. Geiger

**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
1	<p align="center">AERO CLUB DOCUMENTATION (215-2)</p> <p align="center">(Applicable Air Force-wide)</p> <p>This submission establishes appropriate disposition criteria of United States Air Force Aero Club Documentation. The proposed Table includes provisions for documentation required by the Federal Aviation Agency (FAA) and the Veterans Administration (VA).</p> <p>If this proposed new Table is approved, it will supersede Rules 8, 9, and 10 of Table 176-7.</p>		

Copies to Agency & AIFRC's 11-57600

*TABLE 215-2
AERO CLUB DOCUMENTATION

R U L E	A	B	C	D
	If documents are or pertain to	Consisting of	Which are	then
1	Meetings	minutes of safety, standardization and general membership meetings	necessary for meeting club operational requirements	destroy after 1 year, when superseded, or when no longer needed.
2	Pilots information file	roster of members, club constitution and bylaws, applicable meeting minutes, club operating instructions, quarterly reports, and mishap reviews; pertinent directives (including Federal Aviation Administration), command supplements, flying safety data, reports of operations, etc	used to disseminate essential safety and operational information to all club members.	
3	Individual Membership training folders (excluding required FAA and VA records)	membership application form, related personal data, aircraft questionnaires, pilot checkout and standardization records, covenant not to sue, certification of pilot responsibility, and related data	used for essential data for club administration	release to the individual member on transfer or termination of membership provided the member's account is cleared. (Exception: Destroy records not requested by members 6 months after transfer or termination of membership).

4 Individual FAA training records	all documents required by the FAA which reflect the participation and accomplishment of each student enrolled in an approved course	used to record the date of enrollment and termination, certify participation, attendance and accomplishments of each student.	See Note 1.
5 Individual VA training/certification records	all documents required by the VA which reflect the participation, training, and accomplishments of each student enrolled in a VA approved course	used to certify the training of each student and certification of payments by the VA	See Notes 1 & 2.
6 Daily aircraft operational forms	reports of flight and aircraft usage, servicing, preventative maintenance, and repairs	used for daily aircraft operation, discrepancies, repair, usage, and servicing	<u>retain on each aircraft</u> , in 100-hour increments, between required inspection cycles. Documents reflecting the last 200 hours of operation on each aircraft are required. When documents exceed the 200-hour retention requirement, destroy in 100-hour increments.
7 Airframe and engine aircraft log books	log books, certificate of registration, and associated documents	required by Federal Aviation Administration (FAA) on all certified and operated light aircraft	transfer with item or dispose of as required by appropriate FAA directive.

8	Covenant not to sue and indemnity agreements	covenants and agreements	required to be signed by persons participating in flight in aero club aircraft and are HQ USAF/JA approved	disposition is based on category of persons participating in aero club aircraft flights as stipulated in AFR 215-1, Vol II
9	Aero club personnel services contract-instructors	contracts used to hire all instructors in the aero club system	HQ USAF/JA approved	destroy after 6 years.
10	Aircraft leases	straight leases and/or lease purchase agreements	legal documents required in the proper execution of aircraft leasing	
11	Reports and documents, general correspondence		not covered elsewhere on this table	destroy after 1 year.
12	Aircraft accident/incident reports	reports and related documents used in reporting and investigating aero club aircraft accidents/incidents	maintain at aero clubs	destroy after 2 years, or on inactivation, whichever is sooner.

Note 1:

a. Destroy after 1 year from the date that the student graduates from the course to which the record pertains, terminates his/her enrollment in that course or transfers to another school or as otherwise prescribed by Federal Aviation Regulation?

b. FAA training records which are used to support VA training and/or certification of training shall be retained in accordance with Rule 5.

Note 2: Records and accounts pertaining to each period of training will be kept intact and in good condition for a period of 3 years following termination of enrollment unless notified by the VA or GAO to keep them for a longer period of time. Include those FAA training records used to support certification of VA training.