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

TO: GENERAL SERVICES ADMINISTRATION
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 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
   PRESTON B. SPEED

5. TEL. EXT.
   756-2384

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

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

   Date
   3 NOV 1976

   (Signature of Agency Representative) (Title)

<table>
<thead>
<tr>
<th>ITEM NO.</th>
<th>DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)</th>
<th>SAMPLE OR JOB NO.</th>
<th>ACTION TAKEN</th>
</tr>
</thead>
<tbody>
<tr>
<td>DEFICIENCY RECORDS AND REPORTING (Table 66-1) (Applicable Air Force-wide)</td>
<td>The purpose of this submission is to revise disposition criteria for technical order improvement and deficiency reporting records. Our revised decision logic table segregates these records into individual series. Technical order improvement records are related to procedural improvements. Deficiency reporting records report unsatisfactory conditions in materiel. The revised disposition criteria will satisfy our current requirements.</td>
<td>NN 170-33</td>
<td></td>
</tr>
</tbody>
</table>

Copy to Agency 12-2-76A

STANDARD FORM 115
Revised January 1973
Prescribed by General Services Administration
FPMR (41 CFR) 101-11.4
<table>
<thead>
<tr>
<th>RULE</th>
<th>A</th>
<th>B</th>
<th>C</th>
<th>D</th>
</tr>
</thead>
<tbody>
<tr>
<td>2</td>
<td>technical order improvement</td>
<td>unsatisfactory condition notices, such as technical order improvement reports, and comparable documents</td>
<td>approved or approval pending</td>
<td>destroy on receipt of revised instructions.</td>
</tr>
<tr>
<td>3</td>
<td>technical order improvement and deficiency reporting logs</td>
<td></td>
<td>disapproved or no action</td>
<td>destroy after 1 year, or on inactivation of the unit, whichever is sooner.</td>
</tr>
<tr>
<td>4.1</td>
<td>technical order improvement and deficiency reporting logs</td>
<td></td>
<td>copies relating to a suggestion</td>
<td>maintain with related suggestion (see table 906-2).</td>
</tr>
<tr>
<td>4.2</td>
<td>material deficiency reporting and investigating</td>
<td>unsatisfactory condition reports, teardown deficiency reports, CAT I, CAT II and command deficiency reports (CDH)(CAT III) and comparable data</td>
<td>completed with all entries</td>
<td>destroy after 1 year, or on inactivation of the unit, whichever is sooner.</td>
</tr>
<tr>
<td>4.3</td>
<td></td>
<td>copies of documents in rules 1 thru 4.2</td>
<td></td>
<td>destroy 1 year after completion of corrective action.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>destroy when no longer needed.</td>
</tr>
</tbody>
</table>