

**REQUEST FOR AUTHORITY
TO DISPOSE OF RECORDS**

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DATE RECEIVED
DEC 16 1976

JOB NO.

NC 1-AFCU-77-54

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.

18 items (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

5. TEL. EXT.

MRS. M.B. FOURAKER

767-5321

6. CERTIFICATE OF AGENCY REPRESENTATIVE:

3-1-77 *James B. Rhoads*
(Date) 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 5 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified.

9 DEC 1976

Date

Herbert G. Geiger
(Signature of Agency Representative)

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
	<p align="center">EQUIPMENT MAINTENANCE RECORDS (Table 66-8) (Applicable Air Force-wide)</p> <p>The attached change to Air Force Manual 12-50, Table 66-8 proposes to add rules 21.1, 34.1, 34.2 and 39 to establish disposition criteria for documentation not now covered in that table.</p> <p>It also reflects updated retention requirements for rules 12, 19, 20, 21, 31, 33.1, 35 and 37. No significant retention period changes are included.</p> <p>The proposed changes more accurately reflect all documentation created in this record series and will adequately meet Air Force requirements.</p>	<p align="center">NN 170-33 NN 174-216</p>	

Sent to agency 3/3/77 *SP*

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	destroy when no longer needed for reference, or after 1 year, whichever is sooner.
3			*weekly maintenance plan	destroy after 3 months.
3.1			*daily maintenance plan	destroy after 3 months or when no longer needed for reference, whichever is sooner.
12			weekly/daily flying schedule coordination used to insure all concerned agencies are notified of schedule changes	*destroy after 3 months, or when no longer needed for reference, whichever is sooner.
19			maintenance data collection forms used for scheduled preventive maintenance	*destroy after reports are produced.

TABLE 66-8 (Continued)

R U L E	A If documents are or pertain to	B consisting of	C which are	D then
20			maintenance data collection record used for repair, inspection, and time change items	*destroy after receipt of machine list and correction of errors no longer required for reference or suspense, after reports are produced and narrative is transcribed to significant historical data form, but not later than after 1 year.
21			original or source documents, created for control purposes, such as job control documents when equipment status reporting is not required	*destroy when purpose has been served, or 3 months after the document has been closed, whichever is sooner
21.1 *			used to document odor test/servicing of aviator's breathing oxygen	destroy 2 weeks after the date of the last recorded servicing.
22			schedule of technician availability	destroy when purpose has been served, or after 3 months, whichever is sooner
31			for equipment destroyed, abandoned, reclaimed, salvaged, lost or missing	*destroy 1 month after abandonment of search or physical disposition.
33			for ground launched missiles expended	*forward to AFLC System Manager or SA-ALC Director

TABLE 66-8 (Continued)

R U L E	A	B	C	D
	If documents are or pertain to	consisting of	which are	then
			or destroyed (not related to AFR 110-14), and reentry vehicle	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 1 month.
34.1 *			sortie maintenance briefings (originals)	destroy after key-punch or forward to another agency for filing, where it will be destroyed when no longer needed.
34.2 *			sortie maintenance briefings (copies at debriefing facility)	destroy after 30 days or when no longer needed, whichever is later.
35		work order authorizations, production orders, work adjustment orders, work order numbers, and instruction slips	working copies	*destroy 3 months after completion of job.

TABLE 66-8 (Continued)

R U L E	A If documents are or pertain to	B consisting of	C which are	D then
37			selected work orders pertaining to local manufacture of items used to establish work standards and costs of repetitive work	*destroy after
*	Maintenance Management Information Control System (MMICS) Output Products	training course table list, course status report, status code, training forecast, daily operational utilization report, maintenance personnel listing, skill level report, work center list, flying schedules, time compliance technical orders (TCTO) status, TCTO reports, mobility personnel, maintenance data collection equipment schedule, etc.	maintained by the maintenance complex	destroy when superseded, obsolete, or when purpose has been served, whichever is sooner.
<p>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).</p>				