

**REQUEST FOR AUTHORITY  
TO DISPOSE OF RECORDS**

*(See Instructions on Reverse)*

*10 items*

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:

LEAVE BLANK	
DATE RECEIVED <b>NOV 12 1976</b>	JOB NO. <b>NC 1-AFC 77-27</b>
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>11-30-76</i> (Date)	<i>Herbert G. Geiger</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 3 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

**3 NOV 1976**

*Herbert G. Geiger*  
(Signature of Agency Representative)

Date

(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"><b>ANALYSIS AND EVALUATION RECORDS</b> (Table 66-4) (Applicable Air Force-wide)</p> <p>The purpose of this submission is to establish disposal-criteria for precision measurement equipment laboratory (PMEL) records. Precision measurement labs calibrate various equipment items under controlled conditions. AGMC stands for the Aerospace Guidance and Metrology Center. The proposed disposition criteria will satisfy our current requirements.</p>	<p>NN 170-33</p>	

*Copy to Agency 12-2-76 AD*

TABLE 66-4

## ANALYSTS AND EVALUATION RECORDS

R U L E	A	B	C	D
	If documents are or pertain to	consisting of	which are	then
16	laboratory environmental records	chart recordings of laboratory temperature and humidity	used for historical purposes and PMEL evaluations	destroy when purpose has been served.
17	reports of measurement	records of calibration and correction charts for Air Force base reference standards	used in the calibration of precision measuring equipment	destroy when superseded, or when purpose has been served whichever is sooner.
18	interim calibration procedures	calibration data not yet published in technical orders	used as a guide for calibration	destroy when published in a technical order.
19	waiver of calibration requirements	requests for no periodic calibration	used to determine all items not requiring periodic calibration	destroy after 2 years, or when superseded, whichever is sooner.
20		measurement restriction log	records of all imposed measurement restrictions due to environment	destroy after 1 year.
21	precision measuring equipment scheduling and maintenance data collection records	mechanized card system records and other related, comparable forms	used for recording results of precision measuring equipment inspections and calibration operations and for establishing reinspection and recalibration schedules	destroy 3 months after entry or when purpose has been served, whichever is sooner.

TABLE 66-4 (Continued)

R U L E	A	B	C	D
	If documents are or pertain to	consisting of	which are	then
22	controlled multiple address letters	general information letters from AGMC	used to notify PMEL personnel of new developments, procedures, or methods in PMEL operations	destroy when purpose has been served.
23	command certification list	listings of precision measuring equipment requiring off-base support	used to authorize off-base support of precision measuring equipment and establish recalibration requirements.	destroy when superseded.
24	radiation reports	radioactive material permits, requests for renewal of permit, support data and test results	used to support requirements for radioactive material permits and support data	destroy 1 year after expiration of permit.
25			used to record results of radioactive swipe tests	destroy when new form is received or when the associated radiac equipment is deleted from PMEL schedules.