

**REQUEST FOR AUTHORITY  
TO DISPOSE OF RECORDS**

(See Instructions on Reverse)

*6 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 NOV 12 1976	JOB NO. NC 1-AFCU-77-80
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.	
11-30-76 (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 2 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*

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
	<p align="center">DEFICIENCY RECORDS AND REPORTING (Table 66-1) (Applicable Air Force-wide)</p> <p>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.</p> <p>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.</p>	<p>NN 170-33</p>	

*Copy to Agency 12-2-76*

TABLE 66-1

## DEFICIENCY RECORDS AND REPORTING

R U I T	A  If documents are or pertain to	B  consisting of	C  which are	D  then
2 *	technical order improvement	unsatisfactory condition notices, such as technical order improvement reports, and comparable documents	approved or approval pending	destroy on receipt of revised instructions.
* 3			disapproved or no action	destroy after 1 year, or on inactivation of the unit, whichever is sooner.
* 4			copies relating to a suggestion	maintain with related suggestion (see table 900-2).
4.1	technical order improvement and deficiency reporting logs		completed with all entries	destroy after 1 year, or on inactivation of the unit, whichever is sooner.
* 4.2	materiel deficiency reporting and inves- tigating	unsatisfactory condition reports, teardown deficien- cy reports, CAT I, CAT II and command deficiency reports (CDR)(CAT III) and comparable data		destroy 1 year after completion of corrective action.
* 4.3		copies of documents in rules 1. thru 4.2		destroy when no longer needed.