

**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

**Mr. K. J. Bilek**

5. TEL. EXT.

**767-4496**

6. CERTIFICATE OF AGENCY REPRESENTATIVE:

| LEAVE BLANK   |  |
|---|--|
| DATE RECEIVED<br><b>20 DEC 1977</b><br><b>NC1 AFU</b>   | JOB NO.<br><b>78 22</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. |  |
| <b>1-19-78</b><br>(Date)  | <i>James B. Rhoads</i><br>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.

**1 DEC 1977**

Date

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

(Signature of Agency Representative)

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

(Title)

| 7. ITEM NO. | 8. DESCRIPTION OF ITEM<br>(With Inclusive Dates or Retention Periods)   | 9. SAMPLE OR JOB NO. | 10. ACTION TAKEN |
|-------------|---|----------------------|------------------|
| 1           | <p align="center"><b>AIRSPACE MANAGEMENT (55-16)<br/>(Applicable Air Force-wide)</b></p> <p>See attached new table 55-16 Airspace Management which identifies and provides disposition instructions for airspace management documentation. This table addresses aeronautical matters of concern to the Department of the Air Force. It applies to all Air Force activities that have operational or administrative responsibility for the utilization of airspace, navigational aides, and to those Air Force activities engaged in planning or sponsoring construction projects that would affect the use of navigable airspace. The recommended retention periods will adequately serve all Air Force requirements.</p> |                      |                  |

115-106

*sent to agency - 1/23/78 6 items*

★TABLE 55-16

## AIRSPACE MANAGEMENT

| R<br>U<br>L<br>E | A   | B   | C   | D  |
|------------------|---|---|---|--|
|                  | If documents are or pertain to  | consisting of   | which are   | then   |
| 1                | operational/administrative airspace management in domestic/foreign environments | letters, messages, correspondence, memorandums, and forms governing operational/administrative directions and guidance effecting both domestic and foreign airspace usage   | created and accumulated at HQ USAF, MAJCOM and foreign national operational staff offices | destroy when superseded, obsolete, or no longer needed for reference, as applicable.                         |
| 2                | airspace flight routes and flight areas   | data pertaining to international and domestic flight route/track systems; aerial refueling routes, tracks, and areas; and special military/civil low altitude training routes, visual flight condition routes, and all weather low altitude routes                | maintained by preparing, controlling, or monitoring agencies                              |  |
| 3                | airspace working projects   | correspondence and data on special IFR/VFR military/civil operations, supersonic flights mid-air collision avoidance, wake turbulence criteria, and flight record attempts  |   |  |
| 4                | airspace management agreements  | correspondence records, rules, reports between US Government offices, foreign nations, military services, lateral commands, and subordinate agencies pertaining to relations, negotiations, amendments, agreements, and minutes of meetings relative airspace use | directive upon all participating agencies and maintained by preparing agencies            | destroy 2 years after supersession/obsolescence or when no longer needed for reference, whichever is sooner. |
| 5                | special use airspace  | correspondence and data pertaining to airspace warning/danger/restricted areas, military operations areas (MOAs), domestic or international control areas, special use areas  | maintained by preparing, controlling, or monitoring agencies                              |  |
| 6                | reserved airspace   | correspondence/data/booklets relative operational mission airspace reservations, and altitude reservations  |   |  |

IFR=Instrument Flight Regulations  
VFR=Visual Flight Regulations