

Rec'd NCO 22 Aug 78 NH

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

LEAVE BLANK	
JOB NO NC 1-AFU 78 57	
DATE RECEIVED AUG 28 1978	
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10	
9-8-78 Date	<i>James E. Dagwell</i> Archivist of the United States

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
1947 Administrative Support Group (HQ USAF)

3. MINOR SUBDIVISION
Information Management and Resources Division

4. NAME OF PERSON WITH WHOM TO CONFER
Mr. Preston Speed

5. TEL. EXT
767-4479

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

- A Request for immediate disposal.
- B Request for disposal after a specified period of time or request for permanent retention.

C. DATE 16 AUG 1978	D. SIGNATURE OF AGENCY REPRESENTATIVE <i>James E. Dagwell</i>	E. TITLE JAMES E. DAGWELL, Chief Documentation Management Br	
7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods) USAF HIGH FREQUENCY AERONAUTICAL STATION RECORDS (Table 100-2) (Applicable Air Force-Wide) The purpose of this submission is to revise disposition criteria for USAF High Frequency Aeronautical Station Records. These records consist of various logs, messages, forms and and magnetic tapes used to record the movement of DOD aircraft. Our recommended disposition criteria will satisfy our current requirements.		9. SAMPLE OR JOB NO. NN 170-33
		10. ACTION TAKEN	

submit to Agency 9-12-78 mjs

TABLE 100-2

USAF HIGH FREQUENCY AERONAUTICAL STATION RECORDS

S U L E	A	B	C	D
	If documents are or pertain to	consisting of	which are	then
1	master station log forms	a record of events within the aeronautical station		destroy after 3 months.
2	air/ground or point-to-point (position) log forms	a record of all activities at the radio operators position		dispose of in 30 days or when used in lieu of magnetic tapes, the disposition will be the same as for magnetic tapes.
3	recorder tapes	recordings of air/ground communications by electrical means	at stations that serve only FAA controlled flight information regions (FIRs) and at those having no ATC primary guard responsibility	erase after 30 days.
4			at stations that serve ICAO controlled FIRs	erase after 60 days.
5	flight following records and messages	flight strips, flight progress records, transcribed messages of actual air/ground/air transmissions, clearance requests/actions, phone patch records,		destroy after 3 months.

TABLE 100-2 (Continued)

R U L E	A	B	C	D
	If documents are or pertain to	consisting of	which are	then
5		teletype copies of aircraft messages, teletype monitor rolls of sent/received autodin and ICAO messages, and other records or forms that become part of the aircraft case file		
6	aircraft accident or loss of human life records	all records covered in rules 1 through 5	related to an aircraft accident or loss of human life	destroy on completion of investigation, or after 6 months, whichever is later.