

REQUEST FOR RECORDS DISPOSITION AUTHORITY  
(See Instructions on reverse)

*Rec. 11/9/78*

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JOB NO

*NCL-ATU-79 8*

DATE RECEIVED *NOV 13 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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10

*12-14-78* *James B. Rhoads*  
Date 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

Preston B. 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 4 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

D. SIGNATURE OF AGENCY REPRESENTATIVE

E. TITLE **HERBERT G. GEIGER, Chief**  
**Information Mgt and Resource Div**

31 OCT 1978

*Herbert G. Geiger*

7. ITEM NO

8. DESCRIPTION OF ITEM  
(With Inclusive Dates or Retention Periods)

9. SAMPLE OR JOB NO.

10. ACTION TAKEN

AEROSPACE VEHICLE AND EQUIPMENT INVENTORY, STATUS, AND UTILIZATION REPORTING DOCUMENTS (Table 65-1) (Applicable Air Force-wide)

The purpose of this submission is to establish disposal authorities for aerospace vehicle and equipment inventory, status, and utilization reporting documents. The documents included in this request record the assignment of weapon systems and supporting equipment to major commands, provide information on current combat capabilities and numbers of flying hours accomplished, and document the final disposition of weapon systems.

The principal purpose of the documents is the management of the Air Force weapon system inventory and daily reports on combat readiness of units and major commands. However, the information has secondary uses in activities such as budget preparation and manpower measurement where the information is used in certain computations.

Accountability termination documents are proposed for permanent preservation. These documents provide a concise narrative on the final disposition of individual weapon systems including combat losses, aircraft disappearances, and accidents. These documents are extensively used in

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170-33

*CC: sent to NUM and 17 items XNB on 12/15/78. sent to [unclear]*

**Request for Records Disposition Authority - Continuation**

JOB NO.

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	<p>respondings to public and Congressional inquiries. The annual accumulation on these documents is estimated at less than one cubic foot, and, if approved for permanent preservation, will be offered in 10-year increments when 20 years old. There are no access restrictions on information routinely included in the documents.</p> <p><i>Arrangement: Chronological by date of disposition.</i></p> <p>Acronyms are explained as follows: CEM for Communications, Electronics, Meteorological; AVDO for Aerospace Vehicle Distribution Officer.</p>		

TABLE 65-1

AEROSPACE VEHICLE AND EQUIPMENT INVENTORY, STATUS, AND UTILIZATION REPORTING

R U L E	A	B	C	D
	If documents are or pertain to	consisting of	which are	then
1	assignment records	documents related to the assignment of aerospace vehicles, trainers, and CEM equipment	maintained by the Air Force AVDO at HQ AFMTC	destroy 10 years after the item is removed from the inventory.
2			at HQ USAF	destroy when no longer needed.
3			at MAJCOMs and reporting units	destroy 3 years after termination of accountability.
4	aerospace vehicle inventory, status, and utilization reporting	computer printouts and missile status worksheets	used in the generation or transmission of reports	destroy after 90 days.
5	aerospace vehicle inventory records	master Air Force inventory	at HQ AFMTC	destroy after 5 years.
6		command and base inventories		destroy after 1 year, or when no longer needed, whichever is later.
7		delivery receipts and shipping documents		destroy when the change is shown in the inventory.
8		accountability termination documents	at reporting units	
9			at MAJCOMs	destroy when no longer needed.
10			maintained by the Air Force AVDO at HQ AFMTC	retire as permanent, <i>offer to NARS when 20 yrs. old in 10 yr. increments.</i>
11		reconciliation reports	used to identify reporting discrepancies	destroy after 6 months.

TABLE 65-1 (Continued)

R U L E	A	B	C	D
	If documents are or pertain to	consisting of	which are	then
2	aerospace vehicle status records	master status file (computer output)		destroy after 2 years, or when no longer needed, whichever is sooner.
3	aerospace vehicle utilization records	history utilization file (computer output)	at MAJCOMs	destroy after 5 years.
4			at reporting units	destroy after 2 years.
5	CEM status and inven- tory reporting	CEM equipment status reports		destroy after 1 year
6		CEM equipment summary reports	at MAJCOMs	destroy after 3 years.
7	aerospace vehicle movement reports	movement reports, PLM reports and forecasts		
8	trainer inventory, status, and utilization reporting	reports and messages	at HQ AFLC	
			at HQ USAF	destroy when no longer needed.
			at all other locations	destroy after 1 year.