

REQUEST FOR RECORDS DISPOSITION AUTHORITY
 (See Instructions on reverse)

Rec'd 8/13/79

**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 & Resources Division

4. NAME OF PERSON WITH WHOM TO CONFER

Mrs. Grace T. Rowe

5. TEL EXT

694-3527

LEAVE BLANK	
JOB NO	NCI-AFU-79-41
DATE RECEIVED	10 AUG 1979
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10	
Date	9-13-79 <i>James E. O'Neill</i> Acting Archivist of the United States

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	D. SIGNATURE OF AGENCY REPRESENTATIVE	E. TITLE
7 AUG 1979	<i>Herbert G. Geiger</i>	HERBERT G. GEIGER, Chief Information Mgt and Resource Div

7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
1	<p>MAINTENANCE INSPECTION RECORDS (TABLE 66-6) (Applicable Air Force-wide)</p> <p>This submission establishes disposition criteria for rules 6.2, 10 and 11. Rule 6.2 covers nondestructive inspection (NDI) x-rays used to compare present NDI x-rays with two previous isochronal or phase inspections x-rays to verify structural integrity and trend analysis of aircraft structures.</p> <p>Rule 10 covers the Industrial Utilization Log which is used to record exposure time, beam direction, etc., for each type of radiographic procedure conducted on the flight line and some radiographic operations performed inside a shielded facility.</p> <p>Rule 11 covers Foreign Object Damage (FOD) weekly reports. These are used to document weekly FOD inspections and reduce the FOD through education and continuous training.</p> <p>The proposed disposition criteria will satisfy our current requirements.</p>	NN 170-33	

*CC: NNM 9-18-79.
 copy to agency 9-18-79 - JF*

TABLE 66-8

MAINTENANCE INSPECTION RECORDS				
R U L E	A	B	C	D
	If documents are or pertain to	consisting of	which are	then
1	[RESERVED]			
2	quality control inspection documents	technical, special, and activity inspections conducted by quality control activities		destroy 1 year after completed action or, when applicable, per appropriate rule in table 66-8 for equipment records; or may be destroyed on receipt of next equivalent inspection report if not needed for analysis, investigation, or followup.
3			used for suspense control or to document inspection of inspection workcards or work unit code manuals	destroy when all entries have been filled in and form replaced by new inspection document.
4		equipment discrepancy summary documents	used for summarizing discrepancies by category	destroy when purpose has been served or after 1 year, whichever is sooner.
5		quality control checksheets	used as a guide when conducting quality control inspections	destroy when no longer needed or replaced by a new checksheet.
6	nondestructive inspection data	nondestructive inspection techniques	used for future reference of nondestructive inspection techniques	destroy when incorporated into applicable technical order, replaced by a new nondestructive inspection technique, or when no longer required.
6.1	nondestructive inspection x-rays	x-ray film	used to compare present NDI x-ray film with two previous PDM inspections to verify structural integrity and trend analysis of aircraft structures	destroy the oldest x-ray after comparison of the current and next most current film, or after 4 years, whichever is sooner.
6.2 *	nondestructive inspection x-rays	x-ray film	used to compare present NDI x-ray with the two previous scheduled inspection (ISO or phase) x-rays to verify structural integrity and trend analysis of aircraft structures.	destroy the oldest x-ray after comparison of the current and next most current film, or after 2 years, whichever is sooner.
7	battery periodic inspection record and battery servicing record	monthly storage battery records for telephone rack batteries	used to periodically check battery state of charge, servicing and inspection	destroy when purpose has been served, or after 1 year, whichever is later.
8	inspection of railway equipment, watercraft, and training devices	inspection worksheets	due at intervals greater than 3 months (i.e., semiannual and annual inspections)	destroy when the next equivalent or higher inspection is accomplished.

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TABLE 66-6

MAINTENANCE INSPECTION RECORDS

R U L E	A If documents are or pertain to	B consisting of	C which are	D then
9*	welder qualification	application and test records for the qualification of welders	at testing labs and metals processing shops	destroy after 2 years, or when superseded, whichever is sooner (Exception: Metals shops forward to gaining activity on reassignment of member).
10*	Industrial Radio- graphy Utilization Log	Industrial Radiography Log forms		destroy when no longer needed to evaluate the adequacy of shielding for a particular situation
11*	Foreign Object Damage (FOD) to aircraft missile or drones	weekly FOD inspections		destroy after 1 year
<p>Abbreviation Meanings:</p> <p>NDI Nondestructive Inspections</p> <p>ISO Isochronal</p> <p>PDM Programmed depot maintenance</p>				
<p>Note: All documents destroyed in accordance with this table may be destroyed on inactivation of the unit if not needed by a successor unit (see paragraph 6-2, this manual).</p>				