

**REQUEST FOR RECORDS DISPOSITION AUTHORITY**  
(See Instructions on reverse)

*3/21/80*

**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**

Mrs Grace T. Rowe

**5 TEL EXT**

694-3527

LEAVE BLANK	
JOB NO NCL-AFU-80-17	
DATE RECEIVED 3-24-80	
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10	
Date <i>3-25-80</i>	<i>James P. O'neill</i> 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.**

<b>C DATE</b> 14 MAR 1980	<b>D SIGNATURE OF AGENCY REPRESENTATIVE</b> <i>Herbert G. Geiger</i>	<b>E. TITLE</b> 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	EQUIPMENT MAINTENANCE RECORDS (T66-8, Applicable Air Force-wide)  The purpose of this submission is to change the retention period in rule 12 from "destroy after 3 months, or when no longer needed for reference, whichever is sooner" to "destroy after 1 year, or when no longer needed for reference, whichever is sooner." Information contained in these records is needed up to one year after creation for reports. This information cannot be extracted from Weekly or Monthly Flying Schedules.  <i>Table 66-8, Rule 12</i>	NN-173-54	<i>1 item</i>

*Copy to Agency  
Closed Out - 3-27-80*

TABLE 66-8

## EQUIPMENT MAINTENANCE RECORDS (see note)

See Rule 12.

R U L E	A	B	C	D
	If documents are or pertain to	consisting of	which are	then
1	aerospace vehicles, communications electronics meteorological equipment, ground/air launched missiles, or related equipment	documents used in scheduling, controlling, and managing maintenance efforts, recording operational data and status information, and documenting the accomplishment of servicing, inspection, checkout, adjustment, calibration, repair, overhaul, and modification	time compliance technical order products not covered by table 66-3	destroy after receipt and verification of next report (Exception When mechanized reports are not used, destroy 3 months after posting, if no longer required, or no later than 1 year)
2			* monthly maintenance plan	destroy when no longer needed for reference, or after 1 year, whichever is sooner
3			* weekly maintenance plan	destroy after 3 months
3.1			* daily maintenance plan	destroy after 3 months or when no longer needed for reference, whichever is sooner
4			visual aids	destroy when replaced, obsolete, or no longer required
5			special qualification certificate	
6			data transmittal documents	destroy when purpose has been served or after 1 month, whichever is sooner.
7			daily requirements and dispatch records used for dispatch control of aerospace ground equipment	
8			personnel availability forecast, shop workload summary, and maintenance preplan used in preparation of work schedules	
9			punch card transcripts used as source document for computer products	destroy when computer product is verified
10		job standards	destroy when replaced by a new job standard or when no longer needed, whichever is sooner.	

10-148

AFM 12-50 (C16)

13 July 1977

11
12
13
14
15
16
17
18
19
20

10-149

missile status worksheet	destroy after 3 months or when no longer needed
weekly/daily flying schedule coordination used to insure all concerned agencies are notified of schedule changes	* destroy after 1 year, or when no longer needed for reference, whichever is sooner.
generation maintenance plan and generation sequence action schedule used to preplan and establish sequence of events for generation actions	destroy when replaced by a new plan or action schedule
inspection/time compliance technical order (TCIO) planning guide for inspection/TCIO accomplishment	destroy 1 month after completion if no longer required, but not later than after 1 year.
specialist dispatch control log used for internal workcenter control of personnel dispatch	destroy daily, when no longer required, but not later than after 1 month
acrospace ground equipment (AGE) status used to notify maintenance control of AGE status	
technical order distribution record used to maintain technical order files	destroy when replaced by a new form or when no longer required whichever is sooner
time change requirement forecast	destroy when no longer required for reference or followup
maintenance data collection forms used for scheduled preventive maintenance	* destroy after reports are produced
maintenance data collection record used for repair, inspection, and time change items	* destroy after keypunch, receipt of machine listing and correction of errors if no longer required for reference or suspense, or after reports are produced and narrative is transcribed to significant historical data form, but not later than after 1 year.



Rule 12 only.