

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(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
1947 Administrative Support Group (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-81-23

DATE RECEIVED

December 16, 1980

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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10

12-22-80
Date

[Signature]
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 2 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**

0 DEC 1980

[Signature: Herbert G. Geiger]

7.
ITEM NO

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

9.
SAMPLE OR
JOB NO

10.
ACTION TAKEN

1

**FLIGHT OPERATION DOCUMENTATION (Table 60-3)
(Applicable Air Force-wide)**

The purpose of this submission is to change disposition in rule 9.1 from destroy when superseded to destroy after 7 days. The intent of the change to destroy when superseded was to eliminate unnecessary documentation retention. Unfortunately, we have discovered that compliance with these instructions frequently has precluded proper management review and attention to local administration of the USAF Notice to Airman (NOTAM) system. Changes to NOTAMs are received on an hourly basis and are recorded on AF Form 421, Incoming NOTAM Register. Disposition of destroy after 7 days will provide an audit trail for management review and is more appropriate and useful.

1 item

**Closed Out: 12-29-80: K.T.D.
Copy sent to Agency**

TABLE 60-3

FLIGHT OPERATIONS RECORDS

R U L E	A	B	C	D
	If documents are or pertain to	consisting of	which are	then
1	terminal instrument procedures (TERPs)	documentation of approach and departure procedures, including charts, maps, sketches, photographs, drawings, and related data, established by commanders having jurisdiction over airports	at Defense Mapping Agency Aerospace Center (DMAAC)	see table 96-3.
2	[RESERVED]		at all other activities	destroy 3 months after rescission or supersession.
3				
4	changes to aircrew standardization manual	forms and correspondence recommending changes to the manual, command supplements, and routine changes to TOs included in the flight manual program	included in the record set publication	see table 5-1.
5			approved changes at initiating activity	destroy after inclusion in published directives.
6			disapproved changes at initiating activity	destroy 1 year after notification of disapproval.
6.1			approved/disapproved changes at monitoring activity	destroy after 1 year.
7	notice to airmen (NOTAM) records	notices and NOTAM summaries relating to the establishment, condition, or change in any aeronautical facility, service, procedure, or hazard	master copies at central NOTAM facility	destroy 60 days after message expires, is cancelled, or is amended.
8			other than master copies	destroy when information is superseded by another NOTAM, or by later summaries, or is otherwise terminated.
9		documents used to record receipt and accountability for NOTAMS	used by NOTAM originators in assigning serial numbers	destroy after 90 days.
9.1			used by receiving offices to record receipt	*destroy after 7 days