

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
Directorate of Administration, HQ USAF

3 MINOR SUBDIVISION
Documentation Management

4 NAME OF PERSON WITH WHOM TO CONFER
Mrs. Grace T. Rowe

5 TEL EXT
694-3527

LEAVE BLANK

JOB NO
NCI-AFU-82-62

DATE RECEIVED
JUNE 28, 1982

NOTIFICATION TO AGENCY

In accordance with the provisions of 44 USC 3303a the disposal request including amendments is approved except for items that may be stamped 'disposed not approved' or 'withdrawn' in column 10

9-17-82
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 5 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
23 JUN 1982

D SIGNATURE OF AGENCY REPRESENTATIVE
James E. Dagwell

E TITLE
**JAMES E. DAGWELL
Documentation Management Branch
Information Mgmt and Resources Div**

7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10. ACTION TAKEN
	<p>AERO CLUB DOCUMENTATION (Table 215-2) (Applicable Air Force-wide)</p> <p>Table 215-2 has been updated to reflect current administrative requirements. In rule 1, columns B and C are realigned and disposition has been changed from destroy after 1 year to destroy after 2 years. Experience has shown that the minutes of meetings are needed for at least 2 years. In rule 2, columns A, B and C has been rewritten to clarify the current club requirements. The disposition has been changed to destroy after 1 year, or as the safety information items directs. Volume I of the Pilot Flight Information file consists of reference documents such as AFR 215-12, Federal Aviation Regulations, OIs, Airman Information Manual, etc. This volume can be disposed of per table 11-2, rule 15. Volume II includes pertinent flight safety data, and any information the pilot should be aware of before flight.</p> <p>Rule 3 has been reworded. The disposition remains basically the same. The exception has been changed to destroy records not requested after 1 year instead of the 6 month period. This new holding period is a more realistic period to satisfy administrative reference needs. Columns A, B and C have been updated in rule 4.</p>	<p>NCI-AFU-76-80</p>	<p><i>12 items</i></p>

115-107 *[No mass data change sheet required.]*
Closed out: 9-27-82:cm
Copy to Agency

Request for Records Disposition Authority - Continuation

JOB NO

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7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10. ACTION TAKEN
	<p>Rule 5 is unchanged, <i>except for the deletion of the reference to note 1.</i></p> <p>In rule 6, column B has been changed slightly, but intent remains the same. Language in rule 7 has been updated, meaning remains the same. In rule 8, columns A, B and C have been changed somewhat and disposition has been set at destroy 6 years after period of agreement. A new covenant is made at least once every 12 months. The agreements (AF Forms 1585, Covenant Not to Sue and Identify Agreement) are needed for 6 years after agreement ends for analysis and reference purposes.</p> <p>Rule 9 covers personal services contracts. Disposition of contracts is covered in table 70-1, AFM 12-50. Rule 10 covers contracts on leasing aircraft. As previously mentioned, contracts are covered in table 70-1. Rule 11 remains the same. Notes 1 and 2 remain the same.</p>		

TABLE 215-2
AERO CLUB DOCUMENTATION

RULE	If documents are or pertain to	consisting of	which are	then
1	meetings	* minutes of safety, Board of Governors, standardization, general membership, and others	* used for safety, organizational, and operational requirements	* destroy after 2 years.
2	*pilots information file (Volume II)	* important flying safety information for pilots	* necessary to improve the aero club safety program	* destroy after 1 year, or as safety ^{individually} directed ^{information} item directs .
3	*aero club membership and training folder	* membership application (AF Form 1710), official orders (Reserve and Guard personnel), standardized answer sheets, pilot check-out records (AF Form 1584), and other data required by club manager	* used for membership, administration, and standardization purposes	* release to the individual member on transfer or termination of membership provided the member's account is cleared, ^{or} destroy records ^{by such members} not requested after 1 year.
4	* FAA training records	* documents required by the FAA which reflect the participation and accomplishments of students enrolled in an FAA approved course	* used to record data required by the FAA	See Note 1.

5	individual VA training/ certification records	all documents required by the VA which reflect the participation, training & accomplishments of each student enrolled in a VA approved course	used to certify the training of each student and certi- fication of payments by the VA	See Notes 2 2.
6	daily aircraft operational forms	* reports of flying, air- craft usage, and ser- vicing	used for daily air- craft operation, discrepancies, repair, usage, and servicing	retain on each air- craft, in 100-hour increments, between required inspectio cycles. Documents reflecting the las 200 hours of opera tion on each air- craft are required When documents exceed the 200-hou retention require- ment, destroy in 100-hour incre- ments.
7	*aircraft documents and maintenance records	* airframe and engine log books, certifi- cates of registra- tion, air worth- iness, and associ- ated documents	required by FAA	*transfer with air- craft or dispose of as required by appropriate FAA directives
8	covenant not to sue and indemnity agreements	AF Form 1585	*covenants and indemnity agree- ments	*destroy 6 years after period of agreement.
9	*aero club personal services contracts	* contracts	*used to obtain aero club flight instruc- tors and mechanics	*See Table 70-1.

10	* aircraft lease agreements	* contracts	* used to lease aero club aircraft	* see Table 70-1.
11	reports and documents, general correspondence		not covered elsewhere on this table	destroy after 1 year.
12	aircraft accident/incident reports	reports and related documents used in reporting and investigating aero club aircraft accidents/incidents	maintained at aero clubs	destroy after 2 years, or an inactivation, whichever is sooner

Note 1:

a. Destroy after 1 year from the date that the student graduates from the course to which the record pertains, terminates his/her enrollment in that course or transfers to another school or as otherwise prescribed by Federal Aviation Regulations.

b. FAA training records which are used to support VA training and/or certification of training shall be retained in accordance with Rule 5.

Note 2: Records and accounts pertaining to each period of training will be kept intact and in good condition for a period of 3 years following termination of enrollment unless notified by the VA or GAO to keep them for a longer period of time. Include those FAA training records used to support certification of VA training.

[Job amended by B. Wires per G. Rowe, 9/15/82]