

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

LEAVE BLANK	
JOB NO.	NCL-AFU-83-13
DATE RECEIVED	10-12-82
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10.	
12-20-82 Date	<i>[Signature]</i> 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
Directorate of Administration, HQ USAF

3. MINOR SUBDIVISION
Documentation Mangement

4. NAME OF PERSON WITH WHOM TO CONFER

5. TEL. EXT.

Mrs. Grace T. Rowe

694-3527

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 5 OCT 1982	D. SIGNATURE OF AGENCY REPRESENTATIVE <i>James E. Dagwell</i>	JAMES E. DAGWELL Chief, Documentation Management Directorate of Administration	
7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN

FLIGHT OPERATIONS (Table 60-3)
(Applicable Air Force-wide)

1 The purpose of this submission is to partially break up the present rule 21 and add two new rules. This will add more flexibility for supporting documents. The rules are self-explanatory. The retention period satisfies Air Force administrative requirements.

Also rules 38.1 and 38.2 are added. Rule 38.1 covers aircrew publications control records retained on each aircrew member and used to verify currency of required publications on an annual basis. The forms in rule 38.1 may be destroyed when the individual is reassigned, or in the case of receipt for standardization publications, the record can be destroyed when the publications are superseded, obsolete, worn out and replaced or when no longer needed, whichever is sooner. This form is prepared by the crew, listing all members on that crew. As members are upgraded, transferred, separated, etc., new forms are prepared to reflect the new crew composition.

Rule 38.2 covers control log which is used to control submission for changes to Aircrew Standardization Manual. The log form may be destroyed when log is

6 items

No mass data change sheet required. Copy of job sent to NAWM by RAW, 12/27/82. Copy to agency, 1-27-83, etc.

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>cleared.</p> <p>The records covered in rules 38.1 and 38.2 are required to insure each aircrew member has required and current flight crew publications (standard, specialized and technical orders) for aircraft in which qualified and to insure that appropriate action has been taken or recommended changes to existing flight crew publications.</p>		

TABLE 60-3, Flight Operations

R U L E	A	B	C	D
	If documents are or pertain to	consisting of	which are	then
9	notice to airmen (NOTAM) records	documents used to record receipt and accountability	used by NOTAM operators in assigning serial number	*destroy after 60 days.
21	Aerial gunnery activity	*forms pertaining to gunnery training recap and training accomplishments	*used to document training and support management requirements	*destroy 12 months after the training period in which accomplished.
21.1 *			used to score/document T-1 trainer mission performance and support management requirements	destroy 90 days after the training period in which accomplished or when no longer needed or support management requirements, whichever is later.
21.2 *			mission planning/activity reports and flight evaluators scoring records	used to document training and support management requirements
38.1 *	aircrew publications control	publication control records on each aircrew member; receipt for standardization publications	at unit of assignment/attachment	destroy when individual is re-assigned, or when the form is superseded, obsolete, worn out and replaced, or when no longer needed, whichever is applicable.
38.2 *		control logs		destroy when all entries are cleared.