

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

Wallace

LEAVE BLANK	
JOB NO. NC1-AFU-83-57	
DATE RECEIVED 1/27/83	
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10.	
2-16-83 Date	<i>Robert P. May</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 Management

4. NAME OF PERSON WITH WHOM TO CONFER Ms. L. S. Sienuta	5. TEL. EXT. 694-3527
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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 10 JAN 1983	D. SIGNATURE OF AGENCY REPRESENTATIVE <i>Mark H. Coon</i>	E. TITLE MARK H. COON, Major, USAF Acting Chief, Documentation Management Directorate of Administration
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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
1	<p>EQUIPMENT MAINTENANCE (Table 66-8) (Applicable Air Force-wide)</p> <p>Rule 3. Request approval to change the disposition authority in rule 3 to:</p> <p>destroy when no longer needed or after 2 years, whichever is sooner.</p> <p>from:</p> <p>destroy after 3 months.</p> <p>The change will meet the shorter and/or longer retention needs of offices which use the records for different purposes.</p>	<p>NC1-AFU-80-17 NC1-AFU-77-54 NC-174-216 NN-173-54 NN-170-42 NN-170-33</p>	<p>1 item</p>

No mass data change sheet required.
Copy to agency, 2-25-83; 88.

TABLE 66-8

EQUIPMENT MAINTENANCE (Note 1)

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 (TCTO) 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 needed, or no later than after 1 year).	N/C
2			monthly maintenance plan	destroy when no longer needed or after 1 year, whichever is sooner.	N/C
3			weekly maintenance plan	*destroy when no longer needed or after 2 years, whichever is sooner.	
3.1			daily maintenance plan	destroy after 3 months or when no longer needed, whichever is sooner.	N/C
4			visual aids	destroy when replaced, obsolete or no longer needed.	N/C
5			special qualification certificate		
6			data transmittal documents	destroy after 1 month or sooner if no longer needed.	N/C
7			daily requirements and dispatch records used for dispatch control of aerospace ground equipment		N/C
8			personnel availability forecast, shop workload summary, and maintenance preplan used in preparation of work schedules		N/C
9			punch card transcripts used as source documents for computer products	destroy when computer product is verified.	N/C
10			job standards	destroy when replaced by a new job standard or when no longer needed, whichever is sooner.	N/C