

Wallace 86

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

LEAVE BLANK

JOB NO.

NCI-AFU-83-64

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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10.

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

5. TEL. EXT.

Ms. L. S. Sienuta

694-3527

3-31-83
Date

Robert K. King
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 6 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 17 JAN 1983	D. SIGNATURE OF AGENCY REPRESENTATIVE <i>Mark H. Coon</i>	E. TITLE MARK H. COON, Major, USAF Acting Chief, Documentation Mgmt 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>FLIGHT OPERATIONS (Table 60-3) (Applicable Air Force-wide) Request approval of the following:</p> <p><u>Rule 7.</u> Change disposition authority to:</p> <p style="padding-left: 40px;">destroy <u>30 days</u> after message expires, is cancelled or amended.</p> <p>from: destroy 60 days after message expires, is cancelled or is amended.</p> <p>The Air Force Central NOTAM Facility (AFCNF) has determined that 30 days' retention of Notices to Airmen (NOTAMS) summaries relating to establishment, condition or change in any aeronautical facility, service, procedure or hazard, is sufficient for its working requirements.</p>	<p>NCI-AFU-83-13 (pending)</p> <p>NCI-AFU-81-23</p> <p>NCI-AFU-77-75</p> <p>NCI-AFU-76-29</p> <p>NC-AFU-75-67</p> <p>NC-AFU-75-53</p> <p>NC-174-219</p> <p>NN-170-101</p> <p>NN-170-33</p>	<p>38 items</p>
2	<p><u>Rule 9.</u> Change disposition authority to:</p> <p style="padding-left: 40px;">destroy after <u>60 days</u>.</p> <p>from: destroy after 90 days.</p> <p><i>No mass data change sheet required.</i></p>		

115-107

Copy to agency, 4-13-83; 88.

Request for Records Disposition Authority - Continuation

JOB NO.

PAGE OF *6*
2

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
3	<p>AFCNC needs to retain AF Form 389, NOTAM Control Log, that accounts for transmission and receipt of NOTAMS, for 60 days after cancellation of NOTAMS.</p> <p><u>Rule 21.</u> Change in disposition authority to:</p> <p style="padding-left: 40px;">destroy 12 months after training period in which accomplished.</p> <p>from: destroy 6 months after completion of training period.</p> <p>is pending at NARS under Job Number NC1-AFU-83-13 for approval.</p>		
4	<p><u>Rule 21.1.</u> New rule, which is pending at NARS under Job Number NC1-AFU-83-13, for approval.</p>		
5	<p><u>Rule 21.2.</u> New rule, which is pending at NARS under Job Number NC1-AFU-83-13, for approval.</p>		
6	<p><u>Rule 38.1.</u> New rule, which is pending at NARS under Job Number NC1-AFU-83-13, for approval.</p>		
7	<p><u>Rule 38.2.</u> New rule, which is pending at NARS under Job Number NC1-AFU-83-13, for approval.</p>		
<p style="text-align: center;"><i>[Amended by R. Wires per L. Siemita, 3/23/83]</i></p>			

TABLE 60-3

FLIGHT OPERATIONS

RULE	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	see table 96-3.
2			at all other activities	destroy 3 months after rescinded or superseded.
3			(RESERVED)	
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	in OPR record set	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	notices to airmen (NOTAMs)	NOTAMs and NOTAMs summaries relating to establishment, condition or change in any aeronautical facility, service, procedure or hazard	master copies at central NOTAM facility	*destroy 30 days after message expires, is cancelled or amended.
8			other than master copies	destroy when information is superseded by another NOTAM or by later summaries or is otherwise terminated.
9		*AF Form 389, NOTAM Control Log, that accounts for transmission and receipt of NOTAMs	used by NOTAM originators in assigning serial numbers	*destroy after 60 days.
9.1			used by receiving offices to record receipt	destroy after 7 days.
10	aircraft arrivals and departures	flight logs (in/out bound) master clock error and rate records, and similar forms relating to transient or local aircraft flights	used to provide identification of aircraft by tail numbers and type, base last departed, destination, actual time of arrival/departure, fuel reserve, and similar data	destroy after 1 year.
11		airbase runway traffic reports of landings and takeoffs		destroy after 2 years.

TABLE 60-3 (Continued)

R U L E	A	B	C	D
	If documents are or pertain to	consisting of	which are	then
12	airborne launch control system	status and flight logs used to record significant events occurring during alert tours or flights		destroy after 1 year or when no longer needed, whichever is sooner.
13 thru 16	(RESERVED)			
17	commander's operational reporting system BEELINE reports	records of telephone conversations, messages, letter reports, and supporting data		destroy after 1 year.
18	(RESERVED)			
19	electronic warfare systems	mission logs that support management requirements		destroy 30 days after end of FY in which mission was performed.
20		mission logs that do not support management requirements		destroy 30 days after training period in which accomplished.
20.1		mission logs that document mission performance		destroy 10 days after month in which accomplished.
20.2		training accomplishment/reliability summaries and analysis records used to support management requirements		destroy 6 months after completion of training period.
21	aerial gunnery activity	*forms that document gunnery training, including accomplishments; also support management requirements		*destroy 12 months after training period in which accomplished.
21.1 ★		forms that score/document T-1 trainer mission performance and support management requirements		destroy 90 days after training period in which accomplished or when no longer needed to support management requirements, whichever is later.
21.2 ★		mission planning/activity reports and flight evaluators' scoring records that document training and support management requirements		destroy 30 days after month in which accomplished or when no longer needed, whichever is sooner.

22	operational support airlift	letters, messages, reports, or mission folders reflecting requested, non-supported and supported airlift requirements, and messages and letters exchanged between units and commanders to report status, progress and history of missions	at MAJCOMs, SOAs and preparing and intermediate activities	destroy after 1 month or upon completion of analysis and incorporation into a statistical data base.
23			(RESERVED)	
24	navigator's log	forms and comparable records used for maintenance of navigation proficiency		destroy after 90 days.
25		a report of the navigation mission		
26		forms and comparable records required for investigative purposes to reconstruct flight		
27	navigation work forms	standardized forms of general use		destroy after data is entered on the navigator's log or when form is superseded by form containing updated calibrations.
28 thru 30	flight check reports			see table 55-10.
31	radar target plates	base plate charts and radar prediction negatives; target plates and pertinent history forms; for combat sorties, radar bomb-scoring sites, or other areas as required		destroy when obsolete.
32	radar photo-scored bomb runs	reports used to list photo interpreter proficiency in scoring bomb impact points from radarscope photography		destroy after 90 days.
33	flight authorizations	record copy of each authorization published under AFR 60-1, with background material such as requests, amendment, etc., including justification when required on special authorizations		destroy 1 year after publication.

TABLE 60-3 (Continued)				
R U L E	A	B	C	D
	If documents are or pertain to	consisting of	which are	then
34	unit standardiza- tion/evaluation	reports reflecting findings given flying units and those non-flying units directly involved in aircrew training	at evaluating or approving activity	destroy after 2 years.
35			at evaluated and monitor- ing activities	destroy 1 year after complete action has been taken.
36			at activities other than rules 34 and 35	destroy when no longer needed.
37		informational background material collected during an evaluation		destroy on completion of analysis.
38	flight crew infor- mation file (FCIF)	correspondence and forms disseminating information to aircrew members	at flying units	destroy 6 months after superseded or rescinded.
38.1 *	aircrew publications control	forms: Publications Control Record on each aircrew member; Receipt for Standardization Publications	at unit of assignment/ attachment <i>[Amended by R. Vire per L. Siemata, 3/23/83]</i>	destroy when aircrew members are upgraded, transferred, ^{or} separated, are or when form is superseded, obsolete, worn out and replaced, or when no longer needed, whichever is applicable.
38.2 *		Control Log		destroy when all entries are cleared.
39	aircraft flight data	recordings of in-flight operating data removed from aircraft		destroy upon receipt of next completed tape (note)r

NOTE: If related to aircraft involved in accident, dispose of with related investigative file under table 127-2, rule 3.