

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

LEAVE BLANK	
JOB NO. NC1-AFU-84-12	
DATE RECEIVED 12/15/83	
ACTION 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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10.	
12-23-83 Date	<i>John K. War</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

5. TEL. EXT.

Ms L. S. Siemuta

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 9 DEC 1983	D. SIGNATURE OF AGENCY REPRESENTATIVE <i>Inace T. Rowe</i>	E. TITLE GRACE T. ROWE Documentation Management Br
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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 align="center">FLIGHT OPERATIONS (Table 60-3) (Applicable Air Force-wide)</p> <p>Request approval of the following:</p> <p><u>Rule 7.</u> Change disposition authority to:</p> <p align="center">destroy 15 days after NOTAM (message) expires (note).</p> <p>Add following NOTE below Table 60-3 to authorize an extended retention period when a NOTAM may need to be held longer in event of an aircraft accident/incident, operational hazard, and/or an alleged violation:</p> <p align="center">NOTE: NOTAMs that relate to aircraft accidents/incidents, operational hazards, and/or alleged violation will be destroyed after 6 months, or upon completion of investigation. See also tables 127-2 and 127-4.</p> <p>The Job No. NC1-AFU-83-64, dated 31 Mar 83, had granted authority to: "destroy 30 days after message expires, is cancelled or amended."</p>	<p>NN 170-33</p> <p>NC1-AFU-83-64</p>	<p>12 Nov70</p> <p>31 Mar83</p>

No mass data change sheet required. Copy of job sent to agency by RAW on 12-27-83.

1 item

Request for Records Disposition Authority—Continuation		JOB NO.	PAGE OF
7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	<p>Since then, the Air Force Central NOTAM Facility, the office of primary responsibility for NOTAMs, has determined that 15 days' retention after NOTAMs expire will meet normal reference needs. This shorter period will decrease space requirements for storing NOTAMs.</p>		

TABLE 60-3

FLIGHT OPERATIONS

R U L E	A	B	C	D
	If the documents are or pertain to	consisting of	which are	then
7	notices to airmen (NOTAMs)	NOTAMs and NOTAM summaries relating to establishment, condition, or change in any aeronautical facility, service, procedure or hazard	master copies at central NOTAM facility	*destroy 15 days after NOTAM (message) expires (note).

* NOTE: NOTAMs that relate to aircraft accidents/incidents, operational hazards, and/or alleged violations will be destroyed after 6 months, or upon completion of investigation. See also tables 127-2 and 127-4.