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
Records Management Branch

4. NAME OF PERSON WITH WHOM TO CONFER
Ms L. S. Siemtka
5. TEL. EXT. 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 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 21 JUN 1984
D. SIGNATURE OF AGENCY REPRESENTATIVE Grace T. Rowe
E. TITLE Records Management Branch

<table>
<thead>
<tr>
<th>ITEM NO.</th>
<th>DESCRIPTION OF ITEM</th>
<th>SAMPLE OR ACTION TAKEN</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>MISSILE SYSTEM RECORDS (Table 60-4)</td>
<td>Ltr, NARS to AF/DAQD, 8 Feb 84</td>
</tr>
</tbody>
</table>

The above disposal authority will replace the instruction in APR 12-50, Vol II: "Retain. Disposal suspended pending revision of approved disposition authority." It will also supersede the prior approved disposal authority, NCI-AFU-82-74, that provided for destruction after 6 months.

The Missile Crew Log, AF Form 524, covered by rule 6, is used by missile crews during a tour of duty to record accountability of missile critical components and to log events or information deemed appropriate. The proposed retention period is considered adequate for the effective management of the overall operations of the launch facilities and to respond to public queries.

In January 1984, the total on-hand volume of the Log approximated 16 cubic feet. The annual accumulation has also approximated 16 cubic feet.

STANDARD FORM 115
Revised April, 1975
Prescribed by General Services Administration
FPMR (41 CFR) 101-11.4
<table>
<thead>
<tr>
<th>RULE</th>
<th>A</th>
<th>B</th>
<th>C</th>
<th>D</th>
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<tbody>
<tr>
<td>If the documents are or pertain to</td>
<td>consisting of</td>
<td>which are</td>
<td>then</td>
<td>* destroy after 1 year or when no longer needed, whichever is later.</td>
</tr>
<tr>
<td>6 Missile Crew Log</td>
<td>completed crew logs</td>
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