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REQUEST FOR RECORDS DISPOSITION AUTHORITY <i>(See Instructions on reverse)</i>		LEAVE BLANK	
TO: GENERAL SERVICES ADMINISTRATION NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408		JOB NO. NCI-AFU-85-9	DATE RECEIVED 11-18-84
1. FROM (Agency or establishment) DEPARTMENT OF THE AIR FORCE		NOTIFICATION TO AGENCY	
2. MAJOR SUBDIVISION Directorate of Administration, HQ USAF		In accordance with the provisions of 44 U.S.C. 3303a the disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10. If no records are proposed for disposal, the signature of the Archivist is not required.	
3. MINOR SUBDIVISION Records Management Branch			
4. NAME OF PERSON WITH WHOM TO CONFER Ms L. Sienuta	5. TELEPHONE EXT. 694-3527	DATE Withdrawn 2-22-85	ARCHIVIST OF THE UNITED STATES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; and that written concurrence from the General Accounting Office, if required under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies, is attached.

A. GAO concurrence: is attached; or is unnecessary.

B. DATE 12 DEC 1984	C. SIGNATURE OF AGENCY REPRESENTATIVE <i>Ina T Rowe</i>	D. TITLE GRACE T. ROWE Records Management Branch
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7. ITEM NO.	8. DESCRIPTION OF ITEM <i>(With Inclusive Dates or Retention Periods)</i>	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN <i>(NARS USE ONLY)</i>
1	<p>TABLE 60-5 (Revised) INDIVIDUAL FLIGHT AND AIRCREW EVALUATION RECORDS (Applicable Air Force-wide)</p> <p>Request approval of and assignment of one job number to revised Table 60-5. This table describes and provides disposition authorities for individual flight and aircrew evaluation records now identified in Air Force directives. It also includes the parachute jump records described in AFR 12-50, Vol II, 14 May 1984, Table 35-7, Rules 8--11. These will be cross-referenced to Table 60-5, Rules 11--15.</p> <p>a. <u>Rules 1--5</u>, on Flight Records Folders, and <u>Rules 6--10</u>, on Flight Evaluation Folders, are a breakout of <u>Rules 1--7</u>, "flying and evaluation," in AFR 12-50, Vol II, 14 May 84, as the Flight Records Folders and the Flight Evaluation Folders are separate records series.</p> <p>b. <u>Rules 2 and 7</u> (which was rule 7 in AFR 12-50, Vol II, 14 May 84) increased the retention period from 3 to 5 years because the Air Force policy now permits officers to be disqualified from flying duties for up to 5 years and returned to flying duties.</p> <p>c. <u>Rule 5</u> (which was rule 4 in AFR 12-50, Vol II, 14 May 84) was reworded to show these records are finally disposed of as personal effects per AFR 143-6, Disposition of Personal Property.</p>	<p>II NNA 232, item 1, 18 Mar 57 (Rule 19)</p> <p>NA 173-14, item 1, 4 Aug 72 (Rules 1, 3, 4, 5, 6, 8, 9, 16)</p> <p>NN 172-61 item 3, 7 Jan 72 (rules 12, 13, 15)</p>	<p>Job withdrawn 2-22-85</p> <p>27 items</p>

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7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARS USE ONLY)
	<p>d. <u>Rule 16</u> (which was rule 8 in AFR 12-50, Vol II, 14 May 84): The disposition instruction for this rule should remain as: destroy when no longer needed; because the flight management computer products covered in rule 16 are the official source documents for determining incentive pay and total experience. To specify a time or circumstance after which these records could be destroyed is not practicable.</p> <p>e. <u>Rule 20</u> is a new rule to provide for offering to the National Archives 40 years after 1967 a unique set of reels of microfilm on individual flight records dating from 1911 through 1967. These are flying time records of Army Air Force pilots, bombardiers and navigators, and related papers, maintained at the AF Inspection and Safety Center (AFISC), Norton AFB, CA.</p> <p>AFISC has stated that portions of the microfilm have been duplicated and forwarded to the National Archives for protection in event of fire or other disaster. Some of the records in the collection were filmed as early as 1943 and remain in excellent condition.</p> <p>The National Archives by Job No. II NNA-2324, 18 Mar 1957, approved disposal of the microphotographic copies of the individual flight records after 40 years. However, because of the extent of interest that has been shown and continues to be shown in obtaining information on individuals in the 1911--1967 collection, it appears appropriate to offer them to the National Archives in the future.</p> <p>f. <u>Rules 22, 23</u> (which were rules 13, 14, in AFR 12-50, Vol II, 14 May 1984): The disposition instruction applying to these two rules was reworded for clarity.</p> <p>g. <u>Rule 24</u> is a new rule.</p> <p>h. <u>Rule 25</u> (which was rule 15 in AFR 12-50, Vol II, 14 May 84): Disposition instruction changed from: "destroy when no longer needed" to:</p> <p>"destroy 90 days after contract termination, or when requirement to fly is cancelled."</p> <p>2. The GSA Form 7036, Magnetic Tape Record Inventory, does not accompany this SF 115 because the Headquarters USAF Air Staff office of primary responsibility (OPR) for policy management of the records covered in Table 60-5 found it difficult to document the information called for on the GSA Form 7036. The OPR said that in the instance of Table 60-5 records, various tapes/files are generated at each supporting data processing installation (DPI). These are cata-</p>		

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	<p>logged by number, name, format and retention period, in Volume I, AFM 171-190, "Air Force Operations Resources Management System (AFORMS): A002/AQ(PA), Computer Operation Manual." Each DPI generates Flight Record Data System tape used to transmit monthly flying hours to the AF Inspection and Safety Center computer facility at Norton AFB, CA. These are transmittal, not storage tapes.</p>		

TABLE 60-5

INDIVIDUAL FLIGHT AND AIRCREW EVALUATION RECORDS

	R U L E	A	B	C	D
		If documents are or pertain to	consisting of	which are	then
T60-5 r2,3	1 *	Flight Records Folders (FRFs) on rated and nonrated members engaged in flying duties (note 1)	computer generated products from Flight Management Data System (FMDS) and Flight Record Data System (FRDS) and other documents filed in FRFs per AFM 60-352, and which indicate a member's level of flying experience and support flying resource management requirements relating to accountability, flying resource utilization, and incentive pay entitlements	at Host Operations Systems Management Office (HOSMO)	when member changes station, give member his/her file to hand carry to gaining HOSMO; forward any subsequently received related documents to gaining HOSMO.
T60-5 r7	2 *				*when member is disqualified for flying duties, release member's file to him/her 5 years after disqualification.
T60-5 r1	3 *				when member is separated from service, release member's file to him/her.
T60-5 r5	4 *				when member is reported as missing in action, captured or interned, send file on rated member to AF Inspection and Safety Center/ADF, Norton AFB, CA; send file on nonrated member to Master Personnel Records Group; when member returns to duty, send his/her file to gaining activity.
T60-5 r4	5 *				when member is reported as deceased, his/her file becomes personal effects; dispose of per AFR 143-6.
T60-5 r2,3	6	Flight Evaluation Folders (FEFs) (note 1)	current flying qualifications of individuals; include AF Form 942, Record of Evaluation; AF Form 8, Certificate of Aircrew Qualification, and related attachments; and flight instrument evaluations for pilots		when member changes station, give member his/her file to hand carry to gaining HOSMO; forward any subsequently received related documents to gaining HOSMO.
T60-5 r7	7 *				*when member is disqualified for flying duties, release member's file to him/her 5 years after disqualification.
T60-5 r1	8				when member is separated from service, release member's file to him/her.

T60-5 r5	9				when member is reported as missing in action, captured or interned, send file on rated member to AF Inspection and Safety Center/ADF, Norton AFB, CA; send file on nonrated member to Master Personnel Records Group; when member returns to duty, send his/her file to gaining activity.
T60-5 r4	10				when member is reported as deceased, his/her file becomes personal effects; dispose of per AFR 143-6.
T35-7 r8	11	Jump Record Folders (JRFs) (note 1)	certified records of parachutist's jump qualification and experience (AF Form 922); aeronautical orders (AF Form 1887) that initiate, modify, terminate jump status or award parachutist's ratings; training record (AF Form 702); medical qualification certification (AF Form 1042); and other source documents affecting parachutist's jump status or associated qualifications	at Flight Management Office (FMO)	when member changes station, give member his/her file to hand carry to gaining FMO; forward any subsequently received related documents to gaining FMO.
T35-7 r9	12				when member is detached from jump duty, give file to him/her for retention pending subsequent jump duty
T35-7 r9	13				when member is separated from service, release member's file to him/her.
T35-7 r11	14				when member is reported as missing in action, captured or interned, forward for inclusion in Master Personnel Records Group.
T35-7 r10	15				when member is reported as deceased, his/her file becomes personal effects; dispose of per AFR 143-6.
T60-5 r8	16	flight management computer products	reports and other documents generated by FMDS, AF Operations Resource Management System, and MAJCOM unique aircrew resource management systems		destroy when no longer needed.
T60-5 r9	17	flying pay control records			destroy after 1 year.

T60-5 r10	18	flight data records	AFIO Forms 781 series and AF Forms 369, which are source documents reporting aircraft flight data		destroy 1 year after monthly cutoff.
T60-5 r11	19		* microfilm of FMDS card products; AFIO Forms 781, Aerospace Vehicle Flight Data Document and changes thereto, containing individual flight data that documents member's events and flying hours logged on each flight	* at AFISC/ADF	destroy after 40 years.
	20		set of microfilm (reels of individual flight records: 1911-1945--War Department Army Air Force Form 5, Individual Flight Record; War Department Army Air Force Form 55, Individual Flight Record - Student; and 1945-1967--AF Form 5, Individual Flight Record--Pilot; and AF Form 5A, Individual Flight Record--Aircraft Observer		retain for 40 years after 1967. Offer to National Archives for permanent retention when no longer in use.
T60-5 r12	21		punched cards and related worksheets which report flying accomplishments		destroy after 3 months.
T60-5 r13	22	certificates of aircrew qualification	AF Forms 8 that relate to individuals not in a disqualified or excused status	copies at unit level for evaluation program management	*destroy all except 2 most recent qualification evaluations and instrument evaluations (if applicable) (note 2).
T60-5 r14	23		AF Forms 8 that relate to disqualified or excused individuals		
T60-5 r14	24	aircrew waivers	aircrew waiver requests/ approvals/denials		destroy all except 2 most recent years.
T60-5 r15	25	approval of contractor operating procedures and flight crews	contractor crew member flight and crew member qualification record, and related documents		*destroy 90 days after contract termination, or when requirement to fly is cancelled.
T60-5 r16	26	Headquarters Operations Resource Information System report	reports with supporting data		destroy after 1 year.
T60-5 r17	27		punched cards and related worksheets		destroy after 3 months or when no longer needed, whichever is sooner.

NOTES: 1. Procedures on disposition of the Flight Records Folders, Flight Evaluation Folders, and Jump Records Folders are in AFM 60-352, tables 2-1 and 2-2.

2. See table 51-1, rule 6, for disposition of copies of AF Form 8 used in flying training.