

117 Official Copy

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-85-15	DATE RECEIVED 2-19-85
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. 3303, 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disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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 Mgt Branch			
4. NAME OF PERSON WITH WHOM TO CONFER Mr. R. P. Dwyer	5. TELEPHONE EXT. 694-3494	DATE 3/4/85	ARCHIVIST OF THE UNITED STATES <i>[Signature]</i>
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; and that written concurrence from the General Accounting Office, if required under the provisions of Title B of the GAO Manual for Guidance of Federal Agencies, is attached.

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

B. DATE 2-8-85	C. SIGNATURE OF AGENCY REPRESENTATIVE <i>Grace T Rowe</i>	D. TITLE GRACE T. ROWE Records Mgt 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 GRS OR SUPERSEDED JOB CITATION	10.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>COMMAND AND CONTROL (Table 55-12) (Applicable Air Force-wide)</p> <p>Table 60-3, Rules 7 - 9.1 and NOTE cover disposition of notices to airmen (NOTAMs) records. As these records are required by AFR 55-16, we are transferring these rules to Table 55-12, so that our records dispositions are consistent with the regulation series that require these records.</p> <p>Table 60-3, Rule 7 will remain as a reference rule, deleting information in Columns B and C and state in Columns A and D: notices to airmen (NOTAMs) ----- see table 55-12. Rules 8 - 9.1 will be placed in RESERVED status and the NOTE is deleted.</p> <p>Rule 6 (currently Table 60-3, Rule 7). Disposition is changed to refer to Exception.</p>	NCI-AFU-84-12	5 items

REQUEST FOR RECORDS DISPOSITION AUTHORITY - CONTINUATION

JOB NO.

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7 ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusion Dates or Retention Periods)	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARS USE ONLY)
2	Rule 7 (currently Table 60-3, Rule 8). No changes.	NN-170-33 ↓ NC1-AFU- 83-64	
3	Rule 8 (currently Table 60-3, NOTE). Former note is now a rule as it contained a disposition.	NC1-AFU- 84-12	
4	Rule 9 (currently Table 60-3, Rule 9). Disposition is changed because we need to keep NOTAM Control Log after only 15 days rather than 60 days, provided that all active NOTAMs are published correctly on the appropriate summary or update and that no inactive or extraneous NOTAMs appear. Also, unnecessary descriptive information is deleted.	NC1-AFU- 83-64	Proviso deleted by R. Ulmer per R. Dwyer, 2-26-85.
5	Rule 10 (currently Table 60-3, Rule 9.1). Unnecessary descriptive information is deleted.	NC1-AFU- 81-23	

TABLE 55-12

COMMAND AND CONTROL

R U L E	A	B	C	D
	If documents are or pertain to	consisting of	which are	then
Item 1 6 *	notices to airmen (NOTAMs)	NOTAMs and NOTAM summaries relating to establishment, condition, or change in any aeronautical facility, ser- vice, procedure or hazard	master copies at central NOTAM facility	destroy 15 days after NOTAM (message) expires. Exception: see rule 8.
Item 2 7 *			other than master copies	destroy when information is superseded by another NOTAM or by later summaries or is other- wise terminated.
Item 3 8 *			related to aircraft accidents/incidents, operational hazards, and/or alleged viola- tions (see tables 127-2 and 127-4)	destroy after 6 months, or upon completion of investigation, whichever is later.
Item 4 9 *		AF Form 389, NOTAM Control Log		destroy 15 days after expiration or cancellation of recorded NOTAMs.
Item 5 10 *		AF Form 421, Incoming NOTAM Register		destroy after 7 days.