

REQUEST FOR RECORDS DISPOSITION AUTHORITY

(See instruction on reverse)

TO NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIRA)
8601 ADELPHI ROAD, COLLEGE PARK, MD 20740-6001

1 FROM (Agency or establishment)

U S ARMY

2 MAJOR SUBDIVISION

OFFICE OF THE ADMINISTRATIVE ASST TO THE SECY OF THE ARMY

3 MINOR SUBDIVISION

US ARMY RECORDS MANAGEMENT & DECLASSIFICATION AGENCY

4 NAME OF PERSON WITH WHOM TO CONFER

SHIRLEY KINSON-JONES

5 TELEPHONE

(703) 428-6411

LEAVE BLANK (NARA use only)

JOB NUMBER

71-AR-07-3

DATE RECEIVED

11-14-2006

NOTIFICATION TO AGENCY

In accordance with the provisions of 44 U S C 3303a the disposition request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10

DATE

5/16/07

ARCHIVIST OF THE UNITED STATES

Adrian Warrick

6 AGENCY CERTIFICATION

I hereby certify that I am authorized to act for this agency in matters pertaining to the disposition of its records and that the records proposed for disposal on the attached _____ pages(s) are not now needed for the business of the agency or will not be needed after the retention periods specified, and that written concurrence from the General Accounting Office, under the provision of Title 8 of the GAO Manual for Guidance of Federal Agencies,



is not required;



is attached; or



has been requested.

DATE

25 APR 2006

SIGNATURE OF AGENCY REPRESENTATIVE

JOHN SHARRETT SULLIVAN

TITLE

CHIEF, RECORDS MANAGEMENT DIVISION

7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
1	<p style="text-align: center;">Flight Regulations</p> <p>Background AR 95-1 - Flight Regulations prescribes the policies and procedures pertaining to aircraft operations, crew requirements, and flight rules. A modification to the following record number dispositions is required due to the previously listed material being replaced by three DA Forms which list the material in a standardized format. The disposition was updated to meet the current requirements. The Individual Aircrew Training Folder (IATF) is no longer maintained with the individual flight records folder (IFRF). The proponent has also identified two type of records that have no specific record number established and have never been appraised.</p> <p>The proposed disposition instruction for the following record numbers applies to records in all media and formats:</p> <p>FN 95-1a</p> <p>Title Individual Aircrew Training Folder (IATF) PA A0095-1aTRADOC Authority TBD Description Training information established and maintained by the commander on individual aviation personnel assigned or attached to Army aviation units. Included are DA Form 7120, DA Form 7122, DA Form 4507, flight orders and miscellaneous waivers are applicable. Disposition KEN Event is after PCS or obsolescence. Keep in CFA until event occurs and then until no longer needed for conducting business, but not</p>		<p>1/16/2007 changed per RO request See email</p>

SA 6/1/07 Copies Sent to Agency, NARA, NARA, NR

7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
1	<p>RN 95-1n1</p> <p>Title Individual Aircrew Training Folder -(IATF)(Rated)</p> <p>PA A0095-1aTRADOC</p> <p>Authority TBD</p> <p>Description Training information established and maintained by the commander on individual aviation personnel assigned or attached to Army aviation units.</p> <p>Disposition TE7 Event is upon retirement, discharge, separation, resignation, assignment to USA control group, or death, which ever applies Keep in CFA until event occurs and then until no longer needed for conducting business, then retire to RHA/AEA The RHA/AEA will destroy the record 7 years after the event</p>		
2	<p>RN 95-1n2</p> <p>Title Individual Aircrew Training Folder - (Non-rated)</p> <p>PA. A0095-1aTRADOC</p> <p>Authority TBD</p> <p>Description. Training information established and maintained by the commander on individual aviation personnel assigned or attached to Army aviation units</p> <p>Disposition KEN Event is after PCS or obsolescence Keep in CFA until event occurs and then until no longer needed for conducting business, but not longer than 6 years after the event, then destroy</p>		

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3 2 5	<p>longer than 6 years after the event, then destroy IATF will be given to the soldier upon PCS to carry forward</p> <p>RN 95-1p Title Aircraft weight and balance files Authority TBD PA NA Description Information related to an aircraft's weight and balance data including DD Form 365 (Record of Weight and Balance Personnel), DD Form 365-1 (Chart A - Basic Weight Checklist Record), DD Form 365-2 (Form B - Aircraft Weighing Record), DD Form 365-3 (Chart C - Basic Weight and Balance Record), DD Form 365-4 (Form F - Weight and Balance Clearance Form) and Chart E (Loading Data and Special Weighing Instructions) Disposition KEN Event is transfer or destruction of aircraft Keep in CFA until event occurs and then until no longer needed for conducting business, but not longer than 6 years after the event, then destroy</p>		
4 3 8	<p>RN 95-1q Title Mission schedule/brief (DA Form 5484) Authority TBD PA NA Description Information relating to the mission approval process Included are DA Form 5484, locally produced risk assessment worksheets, briefing officer designation memorandums and mission approval authority designation memorandums Disposition K 1 Keep in CFA until record is 30 days old, then destroy</p>		
4	<p>Extra copies of records on this schedule, including those that are created by electronic mail or wordprocessing applications, will be deleted when the file copy is generated or when no longer needed for reference or updating, whichever is later</p>	<p><i>GRS 20</i></p>	<p><i>11/14/2006</i></p>