

6/6/80

**REQUEST FOR RECORDS DISPOSITION AUTHORITY**  
(See Instructions on reverse)

LEAVE BLANK
JOB NO <b>NCI-38-80-6</b>
DATE RECEIVED <b>6/6/80</b>
NOTIFICATION TO AGENCY <b>WITHDRAWN</b>
<small>In accordance with the provisions of 34 CFR 101.11.4 the disposal request, including amendments, is approved except for items that may be stamped "disposed," "approved," or "withdrawn" in column 10.</small>
Date <b>9/28/81</b> Approved by the United States

TO: **GENERAL SERVICES ADMINISTRATION,  
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408**

1. FROM (AGENCY OR ESTABLISHMENT)  
**DEPARTMENT OF THE NAVY**

2. MAJOR SUBDIVISION  
**CHIEF OF NAVAL OPERATIONS**

3. MINOR SUBDIVISION  
**AUDIOVISUAL MANAGEMENT BRANCH**

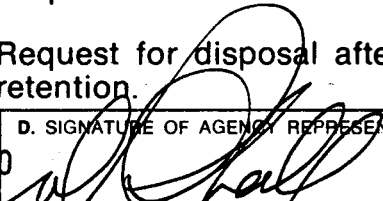
4. NAME OF PERSON WITH WHOM TO CONFER  
**MR. PAUL SMITH**

5. TEL. EXT.  
**433-4091**

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 <b>MAY 30 1980</b>	D. SIGNATURE OF AGENCY REPRESENTATIVE 	E. TITLE <b>Director, Naval Records Mgmt. &amp; Admin. Services Div.</b>
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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
	<del>AUDIOVISUAL EQUIPMENT AND ACCESSORIES RECORDS (SSIC 10700-10799)</del>  For complete description of records and proposed disposition standards, see attached.		<del>Withdrawn 9/28/81</del>

*John*

10700 - 107900 Audiovisual Equipment and Accessories

(1) AV Equipment Allowance Authorization Documents:

Retention period: Until superceded or cancelled.

(2) AV Equipment Maintenance Records: Includes corrective and planned maintenance records.

Retention period: Until equipment is declared obsolete.

(3) AV Equipment Standardization Documents: Includes documentation pertaining to Military/Federal procurement specifications, standards, and handbooks.

Retention period: Until superceded or cancelled, except that preparing activity shall retain master copy permanently or until microfilmed.

(4) AV Equipment Procurement Authorizations:

Retention period: 2 years or until equipment is included in command AV equipment allowance authorization documents.

(5) AV Equipment Operations, Test, and Evaluation Reports:

Retention period: Until equipment is declared obsolete.

(6) AV Equipment Logistics Records: Includes intergrated logistic support plans, operations logistics support plans, equipment training plans, and approvals for service use.

Retention period: Until superceded or equipment is declared obsolete.

(7) AV Equipment Technical Manuals: Includes maintenance, overhaul, and illustrated parts breakdown, and AV technical bulletins.

Retention period: Until superceded or equipment is declared obsolete.