

6/6/80

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

LEAVE BLANK	
JOB NO	NCI-38-80-6
DATE RECEIVED	6/6/80
NOTIFICATION TO AGENCY	
In accordance with the provisions of 44 CFR 101.11.6 the disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10.	
Date	9/28/81
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Withdrawn 9/28/81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Retention period: Until superceded or cancelled.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Retention period: Until superceded or cancelled, except that preparing activity shall retain master copy permanently or until microfilmed.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.

ENCLOSURE (2)