

**REQUEST FOR AUTHORITY
TO DISPOSE OF RECORDS**

(See Instructions on Reverse)

2 items

AFU

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

1. FROM (AGENCY OR ESTABLISHMENT)

DEPARTMENT OF THE AIR FORCE, HQ USAF

2. MAJOR SUBDIVISION

Directorate of Administration

3. MINOR SUBDIVISION

Documentation Systems Division

4. NAME OF PERSON WITH WHOM TO CONFER

Mr. K. J. Bilek

5. TEL EXT

11-29209

6. CERTIFICATE OF AGENCY REPRESENTATIVE

LEAVE BLANK	
DATE RECEIVED NOV 11 1974	JOB NO NC - AFU - 75 - 14
NOTIFICATION TO AGENCY	
In accordance with the provisions of 44 U.S.C. 3303a the disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10	
<i>12-2-74</i> (Date)	<i>James B. Rhodes</i> Archivist of the United States

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

7 NOV 1974

Herbert G. Geiger
(Signature of Agency Representative)

HERBERT G. GEIGER, Chief
Documentation Systems Division
Directorate of Administration

Date

(Signature of Agency Representative)

(Title)

7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10. ACTION TAKEN
1	<p align="center">COMMAND AND CONTROL (55-12) (Applicable Air Force-wide)</p> <p>See attached new table 55-12 which provides disposition instructions for Military Airlift Command forms and documentation. The forms are used by MAC command posts to record ground handling actions on a daily basis, one form per each aircraft arrival/departure of aircraft carrying a MAC mission identifier. The forms permit reconstruction of the entire ground handling actions sequence after a mission has terminated. The recommended retention period will adequately serve all administrative and legal requirements of the Air Force.</p>	DLT 55-12 Rules 1 and 2	

Copy to Agency 12/19/74

*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
1	aircrew management and aircraft ground handling actions	forms and related documents pertaining to arrival and departure briefings, alerting and billeting information and other pertinent data, including data for reconstruction of actions sequence after termination of mission, and airlift movement messages	used by command posts, operations centers, airlift control elements and supervisors of flying to manage all phases of aircrew management and to coordinate and document all phases of aircraft ground handling actions	destroy after 60 days.
2	mission following folders	forms and related documents which record arrival/departure times, mission numbers, complete mission itineraries, aircraft delay information and other pertinent data	used by command posts to document mission following data	