

**REQUEST FOR AUTHORITY
TO DISPOSE OF RECORDS**

(See Instructions on Reverse)

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

1. FROM (AGENCY OR ESTABLISHMENT)

DEPARTMENT OF THE AIR FORCE

2. MAJOR SUBDIVISION

DIRECTORATE OF ADMINISTRATION

3. MINOR SUBDIVISION

DOCUMENTATION SYSTEMS DIVISION

4. NAME OF PERSON WITH WHOM TO CONFER

PRESTON B. SPEED

5. TEL. EXT.

756-2384

6. CERTIFICATE OF AGENCY REPRESENTATIVE:

LEAVE BLANK

DATE RECEIVED
APR 16 1976

JOB NO.

NC1-AFU-76-37

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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10.

4-21-76 *James B. Rhoads*
(Date) 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 34 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified.

9 APR 1976

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
	<p align="center">MOTOR VEHICLE OPERATOR'S RECORDS</p> <p align="center">(Table 77-2) (Applicable Air Force-wide)</p> <p>The purpose of this submission is to revise disposition criteria for Operator's Inspection Guide and Trouble Reports currently scheduled under AFM 12-50, Table 77-2, Rule 11. These documents are used by vehicle and equipment operators to record vehicle deficiencies noted during daily inspections. Each form covers the deficiencies noted in a given month.</p> <p>The current disposition authority requires destruction of the document by the vehicle operator at the end of each month; the revised criteria allow short-term file retention by vehicle control officers for maintenance management purposes. A sample form is attached.</p>	<p align="center">NN 170-33</p>	

Copy to Agency 4-22-76 AD

TABLE 77-2 MOTOR VEHICLE OPERATORS' RECORDS

R U L E	A	B	C	D
	If documents are or pertain to	consisting of	which are	then
11	operators inspection guide and trouble report forms	operators checklist noting vehicle deficiencies	*retained on vehicle for current month or until new form is prepared (note 2).	*destroy one month after close out or after it has served its purpose, whichever is later (note 1).
<p>Notes: *1. Records pertaining to vehicles involved in acts of misuse or abuse that result in disciplinary action, and records pertaining to vehicles involved in accidents or other unusual situations, and that are made a part of a case file, have the same disposition as that prescribed for the particular case.</p> <p>*2. New form is initiated for each vehicle at the first daily inspection of the month, or when a vehicle that was in for extended repairs, storage, or waiting for disposition at the end of the month, is returned to operational status.</p> <p>*denotes changes from current table.</p>				