

**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

MR. C. J. PHILLIPS

5. TEL. EXT.

767-5400

6. CERTIFICATE OF AGENCY REPRESENTATIVE:

LEAVE BLANK	
DATE RECEIVED <i>2 FEB 1977</i>	JOB NO. <b>NC 1 AFU 77 75</b>
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 "with-drawn" in column 10.	
<i>2-18-77</i> <i>James E. O'Keefe</i> (Date) <i>acting</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.

**19 JAN 1977**

Date

*Herbert G. Geiger*  
(Signature of Agency Representative)

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

(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">FLIGHT OPERATIONS RECORDS (Table 60-3) (Applicable Air Force-wide)</p> <p>The purpose of this submission is to revise table 60-3 to meet current requirements. Proposal consolidates present rules 22 and 23 into a single rule and reduces retention period as indicated. Revised rule 22 provides updated description of documents used to manage the consolidated operational support airlift mission and synchronizes disposition with passenger manifest documentation covered in table 76-1, Air Transportation Records. Letters, messages, or mission folders reflecting requested, supported, and nonsupported airlift requirements are used to manage and record the daily response to the Air Force operational support airlift mission. Information extracted from subject records, i.e., number of requests processed, passengers supported, and hours flown, is entered into a computer data base by the Military Airlift Command which is the single manager for airlift support. Computer data base is retained for one year and then disposed of under AFM 12-50, table 178-1, rule 2.</p> <p>REQUEST EXPEDITED HANDLING TO ENABLE US TO INCLUDE CHANGE IN FORTHCOMING CHANGE TO AFM 12-50 NOW BEING PROCESSED.</p>	<p>NN 170-33</p>	

*Sent to agency - 2/24/77 JG*

TABLE 60-3 FLIGHT OPERATIONS RECORDS

R U L E	A	B	C	D
	If documents are or pertain to	consisting of	which are	then
22	*operational support airlift	*letters, messages, reports, or mission folders reflecting requested, non-supported, and supported airlift require- ments, and messages and let- ters exchanged between units and commanders to report status, progress, and history of missions	*at MAJCOMS, SOAs, preparing, and inter- mediate activities	*destroy after one month, or upon completion of analysis and incorporation into a statistical data base.
23 *	(reserved)			
	<p>MAJCOMS      major commands</p> <p>SOAs          separate operating agencies.</p> <p>* denotes change from current table/rule.</p>			