

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

Rec'd NCO 22 Aug 78 14

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

1947 Administrative Support Group (HQ USAF)

3. MINOR SUBDIVISION

Information Management and Resources Division

4. NAME OF PERSON WITH WHOM TO CONFER

Mr. Preston Speed

5. TEL. EXT

767-4479

LEAVE BLANK

JOB NO

NC 1-AFU 78 57

DATE RECEIVED

AUG 28 1978

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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10

9-8-78
Date

James E. Dagwell
Archivist of the United States

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 3 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

D. SIGNATURE OF AGENCY REPRESENTATIVE

E. TITLE

**JAMES E. DAGWELL, Chief
Documentation Management Br**

16 AUG 1978

James E. Dagwell

7. ITEM NO

8. DESCRIPTION OF ITEM
(With Inclusive Dates or Retention Periods)

9. SAMPLE OR
JOB NO.

10. ACTION TAKEN

**USAF HIGH FREQUENCY AERONAUTICAL STATION RECORDS
(Table 100-2) (Applicable Air Force-Wide)**

The purpose of this submission is to revise disposition criteria for USAF High Frequency Aeronautical Station Records. These records consist of various logs, messages, forms and and magnetic tapes used to record the movement of DOD aircraft. Our recommended disposition criteria will satisfy our current requirements.

**NN
170-33**

submit to Agency 9-12-78 mfg

TABLE 100-2

USAF HIGH FREQUENCY AERONAUTICAL STATION RECORDS

S U L E	A	B	C	D
	If documents are or pertain to	consisting of	which are	then
1	master station log forms	a record of events with- in the aeronautical station		destroy after 3 months.
2	air/ground or point- to-point (position) log forms	a record of all activi- ties at the radio opera- tors position		dispose of in 30 days or when used in lieu of mag- netic tapes, the disposi- tion will be the same as for magnetic tapes.
3	recorder tapes	recordings of air/ground communications by electrical means	at stations that serve only FAA con- trolled flight infor- mation regions (FIRs) and at those having no ATC primary guard responsibility	erase after 30 days.
4			at stations that serve ICAO controlled FIRs	erase after 60 days.
5	flight following records and messages	flight strips, flight progress records, tran- scribed messages of actual air/ground/air transmissions, clearance requests/actions, phone patch records,		destroy after 3 months.

TABLE 100-2 (Continued)

R U L E	A	B	C	D
	If documents are or pertain to	consisting of	which are	then
5		teletype copies of aircraft messages, teletype monitor rolls of sent/received autodin and ICAO messages, and other records or forms that become part of the aircraft case file		
6	aircraft accident or loss of human life records	all records covered in rules 1 through 5	related to an aircraft accident or loss of human life	destroy on completion of investigation, or after 6 months, whichever is later.