

REQUEST FOR RECORDS DISPOSITION AUTHORITY  
(See Instructions on reverse)

*Rec. 4/27/79*

LEAVE BLANK	
JOB NO	NCI-AFU-79-32
DATE RECEIVED	27 APR 1979
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10	
Date	<i>5-7-79</i> <i>James P. O'Neil</i> Archivist of the United States

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 & Resources Division

4. NAME OF PERSON WITH WHOM TO CONFER

Mr. K. J. Bilek

5. TEL EXT

694-3495

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	D. SIGNATURE OF AGENCY REPRESENTATIVE	E. TITLE
24 APR 1979	<i>Herbert G. Geiger</i>	HERBERT G. GEIGER, Chief Information Mgt and Resource Div

7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10. ACTION TAKEN
1	<p>COMMAND AND CONTROL (55-12) (Applicable Air Force-Wide)</p> <p>See attached table 55-12, rule 3, 4, and 5, which describes controller documentation not previously addressed in AFM 12-50. These are temporary documents and not required after the specified time periods have expired. The retention periods indicated will adequately serve all Air Force requirements.</p> <p>VIPs - Very Important Person(s)</p> <p style="text-align: right;"><i>3 items</i></p>	NC-AFU-75-14	

*sent to Agency 5-9-79 mjs*

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
3 ★	controller certification record	written record of personnel certified to perform duty in the Command Post		destroy upon reassignment, retirement or deoertification of personnel for which record was created.
4 ★	controller training records	controller recurring testing and controller formal training		destroy after 1 year.
5 ★	events log	record of aircraft arrival/departure and monitor key personnel, VIPs and significant events		destroy after 3 months.