

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

LEAVE BLANK

JOB NO

NCI-AFU-79-46

DATE RECEIVED

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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10

James E. O'Heir
Date 9-13-79 *acting* 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

Mrs. Grace T. Rowe

5. TEL EXT

694-3527

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 5 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

3 AUG 1979

D. SIGNATURE OF AGENCY REPRESENTATIVE

Herbert G. Geiger

E. TITLE

**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

MAINTENANCE MANAGEMENT, DEFICIENCY
RECORDS AND REPORTING
(TABLE 66-1)
(Applicable Air Force-wide)

NN
170-33

This submission changes the title of table 66-1 to better reflect its contents; changes disposition criteria for rule 2; adds rules 4.4, 4.5 and 9-13. Reference rule 2, AFR 66-1 and TO-00-5-1 no longer require retention of T.O. improvement documents until receipt of revised instructions. The materiel improvement project files (rule 4.4) are needed for referring to past efforts in resolving deficiencies to avoid duplicative investigations. Documentation in rule 4.5 is a valuable research source for equipment specialists, technicians and design engineers. Uses include applications to current weapon systems for deficiency resolution and to future weapons systems for deficiency prevention.

Rules 9-13 cover day-to-day documents used by system managers to routinely monitor maintenance efforts, maintain surveillance over subordinate maintenance activities and facilities and to provide command assistance.

Copy sent to agency 9-18-79

66. Equipment Maintenance. These tables cover documentation relating to materiel maintenance, including the retention of materiel in, or restoring it to, a servicable condition; modifying or improving equipment in use or in storage to meet programmed operational requirements; and installation engineering and installation of fixed communications-electronics equipment and facilities. This series also includes the function of servicing, trouble-shooting, manufacturing, rebuilding, testing, and classifying the condition status of materiel.

TABLE 66-1

* MAINTENANCE MANAGEMENT, DEFICIENCY RECORDS AND REPORTING

R U L E	A	B	C	D
	If documents are or pertain to	consisting of	which are	then
1	materials and maintenance deficiency project records	action agency copies of notices of unsatisfactory conditions experienced, including those instances in which the equipment or material does not fully or effectively serve the purpose intended; in instances where a part, accessory or equipment cannot be properly maintained or operated; and where inaccuracies may appear in the supporting and related technical and engineering data; also included are records of action taken to remedy the deficiency and copies of replies to reporting activities		destroy after 1 year. (<i>Exception:</i> When corrective action results in the issuance or revision of a directive see tables 5-1 or 8-1.)
2	technical order improvement	unsatisfactory condition notices, such as technical order improvement reports, and comparable documents	approved or approval pending	destroy when no longer needed.
3			disapproved or no action	destroy after 1 year, or on inactivation of unit, whichever is sooner.
4			copies relating to a suggestion	maintain with related suggestion (see table 900-2).
4.1	technical order improvement and deficiency reporting logs		completed with all entries	destroy after 1 year, or on inactivation of unit, whichever is sooner.

TABLE 66-1 (Continued)

R U L E	A	B	C	D
	If documents are or pertain to	consisting of	which are	then
4.2	material deficiency reporting and investigating	unsatisfactory condition reports, tear-down deficiency reports, CAT I, CAT II and command deficiency reports (CDR) (CAT III) and comparable data		destroy 1 year after completion of corrective action.
4.3		copies of documents in rules 1 thru 4.2		destroy when no longer needed.
4.4 *	material improvement project (MIP) files	copies of documents in rules 1-4.3 and evaluation data	completed with all required actions	
4.5 *	semi-annual material improvement project summary listing	microfiche documentation of material improvement project actions	closed	destroy after 5 years or when purpose has been served, whichever is later
5	deficiency reporting ADP records	detail cards, brown line listings, and similar reporting documents submitted by reporting activity for consolidation	at HQ AFLC and/or subordinate commands in support of the Products Improvement Program	destroy after 3 months.
6		consolidated reports and summaries		destroy after 1 year, or on completion of product improvement action, whichever is sooner.
7		master tape records, which are a perpetual file		update as changes occur.
8		add/delete change cards used to update the master record		destroy after verification of computer processing.

TABLE 66-1 (continued)

R U L E	A	B	C	D
	If documents are or pertain to	consisting of	which	then
9 *	maintenance management systems program/ project files	case files reflecting operation and maintenance of weapon systems, subsystems, flight simulators, AGE and associated equipment and facilities	are accumulated and maintained at major command and major subordinate command levels in rendering command assistance, monitoring, managing and inspecting maintenance activities, documenting and reporting status of servicing, repair, calibration, overhaul and modification	destroy after termination or completion of system, subsystem or project.
10 *		maintenance checklists, individual methods of approach or similar documents and papers related thereto		destroy when superseded, obsolete or no longer required.
11 *	maintenance procedures	maintenance management letters and messages prescribing procedures, policies, methods and responsibilities	are developed at major command and major subordinate command levels	destroy 2 years after superseded, obsolete, or rescinded. (When action results in issuance or revision of a directive, see tables 5-1 and 8-1.)

TABLE 66-1 (Continued)				
R U L E	A	B	C	D
	If documents are or pertain to	consisting of	which	then
12 *			are copies other than above	destroy when superseded, obsolete or no longer needed.
13 *	maintenance management reports	output products on maintenance actions	are mechanically produced and not covered elsewhere	destroy when superseded or no longer needed.

Explanation of Acronym: AGE (rule 9, column B) means aerospace ground equipment.