

REQUEST FOR RECORDS DISPOSITION AUTHORITY (See instructions on reverse)		LEAVE BLANK (NARA use only)	
TO: National Archives and Records Administration (NIR) 8601 Adelphi Road, College Park, MD 20740-6001		JOB NUMBER <i>NI-AU-97-11</i>	DATE RECEIVED <i>5-22-97</i>
1. FROM (Agency or establishment) U.S. Army		NOTIFICATION TO AGENCY	
2. MAJOR SUBDIVISION U.S. Total Army Personnel Command		In accordance with the provisions of 44 U.S.C. 3303a the disposition request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	
3. MINOR SUBDIVISION Records Management Program Division		DATE <i>2-9-98</i>	ARCHIVIST OF THE UNITED STATES <i>John W. Paul</i>
4. NAME OF PERSON WITH WHOM TO CONFER Betty S. Burton	5. TELEPHONE 703-806-4388		
6. AGENCY CERTIFICATION I hereby certify that I am authorized to act for this agency in matters pertaining to the disposition of its records and that the records proposed for disposal on the attached <u>2</u> page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified; and that written concurrence from the General Accounting Office, under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies,			
<input checked="" type="checkbox"/> is not required; <input type="checkbox"/> is attached; or <input type="checkbox"/> has been requested.			
DATE <i>13 May 97</i>	SIGNATURE OF AGENCY REPRESENTATIVE <i>Howard N. Greenhalgh</i> HOWARD N. GREENHALGH	TITLE Chief, Records Management Program Division	
7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
1	FN: 738-751a Title: Aircraft maintenance records Authority: Privacy Act: Not applicable. Description: DA Pam 738-751 prescribes the use of equipment logbooks and maintenance historical files for Army aircraft. These records begin at time of delivery by the manufacturer and are identified and travel with the equipment until it is dropped from the Army inventory. These records provide commanders with up-to-date information on the readiness and condition of Army aircraft. DA Pam 738-751 lists the various forms constituting the historical record. Disposition: a. Operational records in aviation units will be disposed of as provided in DA Pam 738-751. b. Aircraft that are transferred to DRMO as excess for sale or donation, transferred to other government agencies, foreign military sales, the Military Assistance Program (MAP), or transferred to museums: Forward copies of aircraft records per DA Pam 738-751 to USAATCOM. Maintain copies at USAATCOM for six months, then destroy. All original aircraft records will be transferred with the aircraft. c. Aircraft that are transferred for static display, destroyed (other than crash) and excess AH-1, AH-64 and OV-1 aircraft: Forward original aircraft records to USAATCOM per DA Pam 738-751. Maintain records at USAATCOM for two years, then destroy. d. Aircraft used for local salvage of usable components: Maintain original records with aircraft until salvage is completed. At	NC1-AU-85-80	

REQUEST FOR RECORDS DISPOSITION AUTHORITY - CONTINUATION		JOB NUMBER <i>11-AU-97-11</i>	PAGE 2 OF 2
7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
	<p>completion of salvage, forward original aircraft records to USAATCOM. Maintain records at USAATCOM for two years, then destroy.</p> <p>e. Aircraft destroyed by crash: Forward original aircraft records to USAATCOM. Retire to WNRC after two years at USAATCOM. Destroy after 10 years.</p>		
2	<p>FN: 738-751b Title: Maintenance Requests Authority: Privacy Act: Not applicable. Description: Documents used to request maintenance services, to request the application of a MWO, to report accomplishment of a MWO, and to record maintenance performed. A single form is prescribed for use as an individual request and as a report of modification completion. Records related to this form include transfer and rejection memorandums, property issue and turn-in slips, labor time tickets, supporting maintenance documentation at the Aviation Intermediate Maintenance (AVIM) unit level and similar information. Disposition: Destroy six months after the completion of the modification or maintenance.</p>	NN-166-204	
3	<p>FN: 738-751i Title: Quality Deficiency Reports Authority: Privacy Act: Not applicable Description: Documents used to report receipt of defective materiel, to submit quality deficiency reports, and file copies of quality deficiency reports maintained at the Aviation Unit Maintenance (AVUM) and AVIM level. Disposition: Destroy after one year.</p>		
4	<p>FN: 738-751j Title: Personnel Identifier (PID) Files Authority: Privacy Act: TBD. Description: Unit PID records of personnel designated to perform aircraft maintenance, maintenance test flights, technical inspection and other duties assigned by the commander requiring use of a PID. Disposition: Destroy 6 months after transfer or separation of the individual.</p>		
5	<p>FN: 738-751k Title: Engine Component Operating Hours Records Authority: Privacy Act: Not applicable. Description: DA Forms 2408-19-3 prepared to report monthly engine readings. Disposition: Destroy unit copy six months after preparation at user level. Destroy original at USAATCOM six months from date of form.</p>		