

**REQUEST FOR AUTHORITY
TO DISPOSE OF RECORDS**

(See Instructions on Reverse)

5 items *Old Force Unit*

TO GENERAL SERVICES ADMINISTRATION,
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, D.C. 20408

1 FROM (AGENCY OR ESTABLISHMENT)
DEPARTMENT OF THE AIR FORCE, HQ USAF

2 MAJOR SUBDIVISION
DIRECTORATE OF ADMINISTRATION

3 MINOR SUBDIVISION
DOCUMENTATION SYSTEMS DIVISION

4 NAME OF PERSON WITH WHOM TO CONFER
Mr. R. J. Norman

5 TEL EXT
11-29239

6 CERTIFICATE OF AGENCY REPRESENTATIVE

LEAVE BLANK	
DATE RECEIVED APR 18 1974	JOB NO NC 174-210
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	
Date <i>5-6-74</i> <i>James E. O'Heill</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 1 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified

17 APR 1974

Herbert G. Geiger

(Date)

(Signature of Agency Representative)

(Title)

7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
	MATERIEL/EQUIPMENT INDIVIDUAL HISTORICAL FILES (66-3) (Applicable Air Force-wide)		
1	The attached additions to AFM 12-50, table 66-3, rules 3.2.1 thru 3.2.4 are to provide appropriate disposition standards for historical records for video heads and image tubes. The records are used to record pertinent information on installation, time used, condition, removal and date returned for rehabilitation of video heads and image tubes.		
2	The addition of rule 3.10 to table 66-3 is to provide appropriate disposition standard for deferred discrepancy documents on Intercontinental Ballistic Missiles for assigned launch facilities, complexes, or launch control facilities. Approval by GAO is not considered appropriate or necessary for these records.		

TABLE 66-3

HISTORICAL RECORDS

R U L E	A	B	C	D	
	If documents are or pertain to	consisting of	which are	then	
1	materiel/equipment individual historical files	historical documents for aircraft, air launched/ground launched missiles, engines, propellers, bombsights, parachutes, aerospace ground equipment, training equipment, CEM equipment, precision measurement equipment, real property installed equipment, and similar items, maintained per TO-00-20-1,	for items transferred, donated, or sold	forward with related item. Destroy retained copies after 3 months.	
2			made part of surplus property account	forward with related item for disposition per table 68-2.	
3			for equipment destroyed, abandoned, reclaimed, salvaged, lost, or missing	destroy 3 months after abandonment of search or physical disposition.	
3.1			for expended air launched missiles		
3.2			for ground launched missiles expended or destroyed (not related to AFR 110-14), and reentry vehicle	forward and dispose of the same as table 66-8, rule 33.	
3.2.1 ★				used to document significant historical data for special applications as prescribed in AFM 66-1, major command or the chief of maintenance	destroy when purpose has been served or as directed by the major command or the chief of maintenance or when the equipment is transferred, apply rule 1.
3.2.2 ★				used to document time compliance technical orders and all entries have been transferred to mechanized reports	destroy after verification of all entries on the mechanized reports.
3.2.3 ★				used to record installation time used, condition, removal and return for rehabilitation of video head	Destroy 6 months after video head is returned for rehabilitation.
3.2.4 ★				Used to record installation time used, condition, removal and storage of image tubes	destroy 1 year after image tubes are retired.
3.3				data forms maintained with equipment in current use	retain as part of equipment historical file, or destroy after 3 months if they do not contain history information.

10-144



TABLE 66-3 (Continued)

3.4	aircraft/missile condition report	initiated when equipment is forwarded to depot for programmed depot maintenance (PDM)	destroy after return from PDM and information is transcribed to appropriate documents.
3.5	radiographs, photographs, and other recordings methods with reports of findings	considered significant, i.e., surveillance of air frame structural components for fatigue in stress after repairs, and maintained by equipment serial number in the individual historical file	forward with equipment when transferred, or destroy when equipment is dropped from AF inventory (see note).
3.6		considered routine	destroy after 6 months (see note).
3.7	worksheets used in compliance with functional check flight (FCF) as required in 00-20 series TOs, TO 1-1-300, and applicable weapon system inspection handbooks	maintained as completed FCF worksheets for the last phase/periodic inspection	destroy after 3 months or when replaced by next FCF worksheet, whichever is later.
3.8	high power electron tube documents, i.e., electron tube field life record and electron tube performance and status report	for installed electron tubes, which have failed and have been declared unserviceable	forward copies in accordance with TO 00-20-8. Destroy retained copies after 3 months.
3.9		used to provide the current status of tubes each quarter	destroy when replaced by the next quarterly report or the machine listing.
3.10 ★	deferred discrepancy documentation for Intercontinental Ballistic Missiles, maintained in TO 00-20-6	for assigned launch facilities, complexes or launch control facilities	destroy when the deferred discrepancy is corrected or the site deactivated, whichever is sooner.

10-144.1



TABLE 66-3

HISTORICAL RECORDS

Current table

R U L E	A	B	C	D
	If documents are or pertain to	consisting of	which are	then
1	materiel/equipment individual historical files	historical documents for aircraft, air launched/ground launched missiles, engines, propellers, bombsights, parachutes, aerospace ground equipment, training equipment, CEM equipment, precision measurement equipment, real property installed equipment, and similar items, maintained per TO-00-20-1	for items transferred, donated, or sold	forward with related item. Destroy retained copies after 3 months.
2			made part of surplus property account	forward with related item for disposition per table 68-2.
3			for equipment destroyed, abandoned, reclaimed, salvaged, lost, or missing	destroy 3 months after abandonment of search or physical disposition.
3.1			for expended air launched missiles	
32		for ground launched missiles expended or destroyed (not related to AFR 110-14), and reentry vehicle	forward and dispose of the same as table 66-8, rule 33.	
33		data forms maintained with equipment in current use	filled-in and last entries have been carried forward to new forms	★retain as part of equipment historical file, or destroy after 3 months if they do not contain history information.
34		aircraft/missile condition report	initiated when equipment is forwarded to depot for programmed depot maintenance (PDM)	destroy after return from PDM and information is transcribed to appropriate documents.
35		radiographs, photographs, and other recordings methods with reports of findings	considered significant, i.e., surveillance of air frame structural components for fatigue in stress after repairs, and maintained by equipment serial number in the individual historical file	forward with equipment when transferred, or destroy when equipment is dropped from AF inventory (see note).
36		considered routine	destroy after 6 months (see note).	

10-144

Current table

10 January 1973

37 ★	work sheets used in compliance with functional check flight (FCF) as required in 00-20 series TOs, TO 1-1-300, and applicable weapon system inspection handbooks	maintained as completed FCF worksheets for the last phase/periodic inspection	destroy after 3 months or when replaced by next FCF worksheet, whichever is later
38 ★	high power electron tube documents, i.e., electron tube field life record and electron tube performance and status report	for installed electron tubes, which have failed and have been declared unserviceable	forward copies in accordance with TO 00-20-8 Destroy retained copies after 3 months
39 ★		used to provide the current status of tubes each quarter	destroy when replaced by the next quarterly report or the machine listing
310 ★	communications-electronics-meteorological onsite maintenance documents, i.e., pre-IRAN survey record and certification and certificate of IRAN maintenance accomplished		see rules 1, 2, and 3 this table

10-144.1

AFM 12-50 (C11)

33

33		for ground launched missiles expended or destroyed (not related to AFR 110-14), and reentry vehicle	forward to AFLC System Manager or SAAMA Director of Special Weapons, as applicable Destroy after 3 months, provided all pertinent data has been extracted for other documents or the original documents have served their purpose
33 1 ★		for equipment dropped from AF inventory for reasons other than specified in rules 30 thru 33	destroy after 3 months
34		duplicates or non-record copies of documents in rules 1 thru 32	★ destroy when no longer needed or after 1 year, whichever is sooner
35	work order authorizations, production orders, work adjustment orders, work order numbers, and instruction slips	working copies	destroy 6 months after completion of job
36		extra copies	destroy on completion of job
37		selected work orders pertaining to local manufacture of items used to establish work standards and costs of repetitive work	destroy after 1 year

10-150.1

★ Note This table applies only to those documents that are prescribed by and maintained in accordance with AFM 66-1 and associated 00-20-series technical orders. These documents may be destroyed on inactivation of the unit, if not needed by a successor unit (see paragraph 6-2, this manual)

10 January 1973

AFM 12-50 (C11)

TABLE 67-16

AIRCRAFT MISSILE STATISTICAL AND HISTORICAL RECORDS

R U L E	A	B	C	D
	If documents are or pertain to	consisting of	which are	then
1	aircraft statistics	cards, listings, reports, gain and loss data, serial numbers, inventory	at HQ AFLC and other AFLC activities	destroy when purpose has been served
2			copies forwarded to HQ USAF	destroy when purpose has been served, or after 4 years, whichever is later.
3		subsidiary reports		destroy when purpose has been served, or after 6 months, whichever is sooner.
4	individual master aircraft/-missile/drone historical cards		at HQ AFLC and HQ AFSC to account for all aircraft/missiles/drones, and which reflect all changes while in the AF inventory	retire as permanent

10-188.1