

**REQUEST FOR AUTHORITY  
TO DISPOSE OF RECORDS**

(See Instructions on Reverse)

*2 items*

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

DIRECTORATE OF ADMINISTRATION

3. MINOR SUBDIVISION

DOCUMENTATION SYSTEMS DIVISION

4. NAME OF PERSON WITH WHOM TO CONFER

MR. C. J. PHILLIPS

5. TEL. EXT.

756-2383

6. CERTIFICATE OF AGENCY REPRESENTATIVE:

LEAVE BLANK	
DATE RECEIVED <b>NOV 24 1976</b>	JOB NO. <b>NC 1-AFU-77-37</b>
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.	
12-15-76 (Date)	<i>James B. Rhoads</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 2 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified.

19 NOV 1976

*Herbert G. Geiger*

**HERBERT G. GEIGER, Chief  
Documentation Systems Division  
Directorate of Administration**

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
	AIR TRAFFIC CONTROL (ATC) RECORDS (Table 60-1) (Applicable Air Force Wide)	NN 170-33 NC-AFU 75-31	
	Proposed changes to table 60-1 as indicated below and shown on attached table:		
1	Rule 4. Reduce retention period to 1 year. Experience indicates longer retention is not warranted.		
2	Rule 5. Change retention period to: "destroy when superseded or rescinded." Monitoring or reviewing activities normally have no need for superseded or cancelled documents. If needed, copies may be obtained from the preparing activity.		

*Copy to Agency 12-17-76*

60. Flying. These tables cover documentation pertaining to regulations for air traffic control, basic clearance and general flight regulations, flight clearance, military aircraft identification and security control; operational flight restrictions at bases; pilot and flight crew information file, instrument certification, flying proficiency, ratings, and logging of flying time; investigation of flight violations; and use of parachutes.

TABLE 60-1

AIR TRAFFIC CONTROL (ATC) RECORDS

R U L E	A	B	C	D
	If documents are or pertain to	consisting of	which are	then
1	operational data	operations and position logs, daily report of controllers, approach control arrival/departure strips and other ATC information recorded as outlined in AFM 60-5		destroy (or erase) after 3 months (see notes).
2		tape, wire, or disc recordings		retain for 15 days per AFM 60-5 (see notes).
3		note pads and flight progress strips	used to record weather information	destroy after 3 months. Exception: Destroy when information is entered in operation logs, or is received by telautograph, teletype, or other weather dissemination system.
4	administration	letters of agreement and operations letters	maintained by preparing activity	*destroy 1 year after supersession or rescision.
5			maintained by monitoring or review activities	*destroy when superseded or rescinded
5.1		facility memoranda	maintained by preparing or monitoring activities	destroy 6 months after supersession or rescision, or when no longer needed, whichever is sooner.

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