

**REQUEST FOR AUTHORITY
TO DISPOSE OF RECORDS**

(See Instructions on Reverse)

**TO: GENERAL SERVICES ADMINISTRATION
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 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. Neil Vandergraaf
5. TEL. EXT.
767-4495
6. CERTIFICATE OF AGENCY REPRESENTATIVE:

LEAVE BLANK	
DATE RECEIVED <i>Jan 12 1978</i> NC1 AFU-	JOB NO. 78 20
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.	
<i>L-24-78</i> (Date) <i>Archivist</i> <i>James E. O'Keefe</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.

4 JAN 1978

Herbert G. Geiger
(Signature of Agency Representative)

HERBERT G. GEIGER, Chief
Documentation Systems Division
Directorate of Administration
(Title)

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
1	<p align="center">AIR TRAFFIC CONTROL (ATC) RECORDS (TABLE 60-1) (Applicable Air Force-wide)</p> <p>The attached are proposed changes to rules 11 through 13 of table 60-1, AFM 12-50. The new rules 11, 12, and 12.1 are intended to replace the current rules 11 and 12. They pertain to Aircrew/Aircraft Operational Status Report submitted to Air Force Communications Service (AFCS) by their units which are assigned mission aircraft and provides aircrew/aircraft status information which is used for command resource management and mission planning. Rule 12 pertains to Daily Aircraft Status Report, submitted to AFCS Command Post by squadrons and provides information on aircraft operational status, flying time, mission accomplishments and results. It also pertains to Air Traffic Control Operations Report which contains Air Traffic Control operations count as of the last day of the quarter and is submitted to AFCS by all units which have operational responsibility for ATC facilities. New rule 12.1 applies to copies of above reports which are at originating and intermediate activities. Column D of rule 13 is changed slightly to satisfy Air Force needs.</p> <p>The above proposed changes will adequately serve Air Force requirements.</p>	NC-AFU-77-37	

Sent to agency - 1/24/78

4 items

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
11	*ATC operations and aircraft/aircrew status reports	*monthly aircraft/aircrew operational status reports containing data on aircraft status and utilization by type, mission, and flying hours expended; data on aircrew authorized/assigned and qualifications; and similar information	*at headquarters Air Force Communications Service (AFCS)	* destroy after 3 years.
12		*ATC operations reports containing traffic count data and daily aircraft status reports	*at headquarters AFCS	* destroy after 1 year or when no longer needed, whichever is sooner.
*12.		reports in rules 11 and 12	at all other activities	
13		no change	no change	*destroy after 4 years.