

Rev no 031/2/78

REQUEST FOR RECORDS DISPOSITION AUTHORITY  
(See Instructions on reverse)

LEAVE BLANK	
JOB NO  NC 1-AFU-78 49	
DATE RECEIVED <b>AUG 1 1978</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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10	
12-11-78 Date	<i>James B. Rhoads</i> 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, 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, Jr.

5. TEL. EXT.

767-4495

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 4 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 25 JUL 1978	D. SIGNATURE OF AGENCY REPRESENTATIVE <i>Herbert G. Geiger</i>	E. TITLE HERBERT G. GEIGER, Chief Documentation Systems Division Directorate of Administration
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7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
1	MAPPING, CHARTING AND GEODESY (MC&G) RECORDS (T96-1)  (Applicable Air Force-wide)  Attached proposed revision of table 96-1 is submitted for your consideration and approval.  The revision is required primarily because of references to the Aeronautical Charting and Information Center (ACIC) which was discontinued in June 1972. Also, the revision reflects that the Air Force no longer has requirements to permanently retain documentation pertaining to Mapping, Charting and Geodesy. Since June of 1972, that responsibility has come under the purview of the Defense Mapping Agency (DMA). The DMA is now the Department of Defense Agency responsible for maintaining the depositories of Mapping, Charting and Geodesy documentation.  Changes are indicated by an asterisk. Rules 3 and 5 of the current table 96-1 are deleted. Other rules are renumbered accordingly.  The proposed change will adequately serve Air Force requirements.	NN-170-33	

CC sent: NNA/NNTS.

Table 96-1 Sent to Agency: 12-14-78: K.D.

\* 96. Mapping, Charting, and Geodesy. These tables apply to all Air Force activities producing or acquiring mapping, charting, and geodesy (MC&G) documentation. They do not cover aerial and ground still photography and related photographic records (see tables in the 95-series), except for prints as source material.

- \* DMAAC/SDDLA, Second and Arsenal Streets, St Louis MO 63118, operates the DOD Aeronautical Chart Library.
- \* DMAAC/GDGG, Second and Arsenal Streets, St Louis MO 63118, operates the DOD Gravity Library.
- \* DMAAC/ADL, 8900 S. Broadway, St Louis MO 63125, operates the Free World Air Facilities and Flight Information Data Library.

TABLE 96-1

## MAPPING, CHARTING, AND GEODESY (MC&amp;G) RECORDS

R U L E	A	B	C	D
	If documents are or pertain to	consisting of	which are	then
1	requirements, investigations, and validations	*copies of directives, correspondence, reports of surveys, studies, investigations, prototypes, and other records used as a basis for initiating, modifying, updating, or discontinuing MC&G programs	*maintained and used by cognizant offices	*destroy when no longer needed to support the programs.
2	development project files	produced or not produced technical cartographic data and documentary evidence of sources and methods used and results of background studies or reports created to facilitate or support charting production programs		*destroy when purpose has been served, or when production of resultant cartographic product is discontinued, whichever is sooner.
3	compilation instructions and histories, specifications, and research reports (note 1)	documents produced for AF use which define and delimit areas to be charted, contents or charts, and publications (including lithographic copies and techniques and methods followed), and also may include compilation reports, job specifications, and specific reference to aerial photography and other source materials used for such information, cultural and natural features, place names, boundary lines, aeronautical information, and similar data basic to		*forward to DMAAC/SDDLA when no longer needed.

TABLE 96-1 (Continued)

R U L E	A  If documents are or pertain to	R  consisting of	C  which are	D  then
		the content, accuracy, and reliability of charts and publications		
4	compilation manuscript working files	charts, maps, or aeronautical information publications compiled from one or several other charts, maps, or related sources	composites that include all required information on one base, generally on paper, velum, tracing cloth, acetate, or vinylite, and may be done entirely in ink or pencil, or may include information added by stickup, zipatone, or similar adhesive means	*destroy when no longer needed, or after publication of resultant map, chart, or publication, whichever is sooner (note 2).
5	film negatives	photographically scaled negatives from each color separation drawing, used for preparing metal press plates for final lithographic phase of map, chart, or aeronautical publication reproduction	retained by the producing agency as long as corresponding charts, maps, or aeronautical information publications are current and used for additional printings	destroy when superseded or obsolete.
6	research reference records (note 1)	written results of analysis and evaluation of data covering a specific area or region, project files, area studies, or reports of studies of astrodynamics, geodetic, geopolitical, or geophysical significance	*maintained and used by producing activity	*destroy 1 year after incorporation in a completed project or publication, or when superseded or obsolete, whichever is sooner.

NOTES: 1. Forward one copy to DMAAC/SDDLA.  
 2. Exception: Items determined to be unique or of continuing value may be retained by the creating activity until superseded, obsolete, or no longer required for reference.