

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

Revised 11/75
LEAVE BLANK

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
1947 Administrative Support Group (HQ USAF)

3 MINOR SUBDIVISION
Information Management and Resources Division

4 NAME OF PERSON WITH WHOM TO CONFER
Mrs. Grace T. Rowe

5 TEL EXT
694-3527

JOB NO
NC1-AFU-80-6

DATE RECEIVED
11-15-79

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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10

11-28-79 *Jane E. O'Heill*
Date *act/hj* Archivist of the United States

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 2 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 8 NOV 1979	D SIGNATURE OF AGENCY REPRESENTATIVE <i>Herbert G. Geiger</i>	E TITLE HERBERT G. GEIGER, Chief Information Mgt and Resource Div
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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	AIRCRAFT MAINTENANCE RECORDS (Table 66-5)(Applicable Air Force-wide) The purpose of this submission is to establish disposition criteria for rules 5-9 which cover weights and balance data. The weights and balance data records from table 55-2, rule 10 are moved to table 66-5 and expanded to better reflect the disposition of this data. Rule 5 covers an aircraft's weight and balance history. Rule 6 covers the checklist and the aircraft-5 technical orders. These records are not needed after superseded or all check columns have been utilized. Rules 7-9 cover flight clearance Forms F. These records may be destroyed at completion of mission or for canned Form F, after a new canned Form is completed. A canned form is a filled out in advance form. It can be used instead of completing a form for a flight if the aircraft has the same configurations as that on the canned form. Forms F related to an aircraft accident are needed for 1 year after the accident investigation is finished. The proposed disposition standards will satisfy our current requirement.	NN-170-33	

115-187

Close out reports agency 12-27-79

5 items

TABLE 66-5 AIRCRAFT MAINTENANCE RECORDS

R U L E:	A	B	C	D
	If documents are or pertain to	consisting of	which are	then
5 *	weights and balance data	handbook of weight and balance data (TO-1-1B-40), Record of Weight and Balance Personnel, Chart C- Basic Weight and Balance Record		destroy after loss or survey of aircraft
6 *		Chart A-Basic weight Check-list: Airplane Weighing Record, -5 Technical Order		destroy when superseded or after loss or survey of aircraft
7 *		Weights and Balance Clearance-Form F, prepared for each mission		destroy on completion of mission
8 *		Weights and Balance Clearance Form F (Canned Form F)		destroy when superseded
9 *		Weights and Balance Clearance Form F related to aircraft involved in an accident		destroy 1 year after completion of accident investigation