

**REQUEST FOR AUTHORITY
TO DISPOSE OF RECORDS**

(See Instructions on Reverse)

LEAVE BLANK	
DATE RECEIVED APR 30 1974	JOB NO
NC 174-219	
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>6-20-74 James E. O'Neill</i> Date acting Archivist of the United States	

1 item
TO GENERAL SERVICES ADMINISTRATION,
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, D.C. 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 11 X29209
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 _____ page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified.

26 APR 1974

Herbert G. Geiger
(Signature of Agency Representative)

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

(Date)

(Title)

7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
1	FLIGHT OPERATIONS RECORDS (TABLE 60-3) The purpose of this submission is to establish disposition criteria for flight recorder tapes removed from aircraft. When an aircraft is involved in an accident or incident resulting in an investigation, the tape is removed and forwarded to the National Transportation Safety Board. Otherwise these tapes are considered routine. They are removed from the aircraft recording equipment when filled and replaced with blank units.		

Copy to Agency 6/24/74

TABLE 60-3 (Continued)

R U L E	A	B	C	D
	If documents are or pertain to	consisting of	which are at	then
38 *	aircraft flight data	recordings of in-flight operating data	removed from aircraft	salvage upon receipt of next completed tape; <i>or if related to air- craft involved in an acci- dent, deposit with related in- vestigative file of Table 127-2, Rule 3.</i>

TABLE 127-2

ACCIDENT/INCIDENT REPORTING RECORDS

R U L E	A	B	C	D
	If documents are or pertain to	consisting of	which are	then
1	aircraft, missile, explosives, and nuclear accident/incident reports (also see table 122-3, rules 3, 4, & 5)	USAF accident/incident report series, with pertinent attachments, documents, and related papers used in reporting and investigating accidents/incidents under AFR 127-4	paper records at HQ USAF/IGD	destroy after microfilm copies have been determined to be adequate substitutes therefor.
2			microfilm copies at HQ USAF/IGD	destroy after 30 years, or when no longer needed.
3			at MAJCOMs and below	*destroy after 2 years, or on inactivation of the activity, whichever is sooner (see note).
4	ground accident reports	USAF accident report series, with pertinent attachments, documents and related papers	record copies	destroy after 4 years
5			at MAJCOMs and below	destroy after 2 years, or on inactivation of the activity, whichever is sooner.
6	munitions accident/incident paraphrased information messages	paraphrased messages containing essential information from selected munitions accident/incident reports	sent by MAJCOMS to concerned officers and units to provide information and guidance in taking action to prevent similar occurrences	destroy after 1 year.
7	automated accident/incident data	punched cards and magnetic tapes	coded information relative to accident/incident causes, phase of operation, type of accident, crew injuries, damage, time and place of occurrence, weather conditions, etc.	destroy when no longer needed.
8	accident/incident cards, logs, and inventories	records prepared and maintained as an aid in researching for occurrences involving specific vehicles and/or individuals		

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TABLE 127-2 (Continued)

R U L E	A	B	C	D
	If documents are or pertain to	consisting of	which are	then
9	accident/incident reference sheets	records maintained by AF/IGDSR to research specific occurrences involving aircraft and missile accidents/incidents	paper records	destroy after 2 years.
10			microfilm copies	destroy after 30 years.
11	pilot repeater files	EAM cards which serve as a record file of rated individuals involved in one or more accidents/incidents	prepared and maintained within AF/IGDSR	destroy when no longer needed.

*Note Records pertaining to Senior Crown and Senior Year aircraft will be destroyed 2 years after weapon systems are declared obsolete, or dropped from AF inventory

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