

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

Rec 8/16/79

LEAVE BLANK	
JOB NO	
<i>100-10-10-10-10</i>	
DATE RECEIVED	
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10	
<i>9-11-79</i> Date	<i>James E. O'Neill</i> Acting 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

2. MAJOR SUBDIVISION

1947 Administrative Support Group (Hq USAF)

3. MINOR SUBDIVISION

Information Management & Resources Division

4. NAME OF PERSON WITH WHOM TO CONFER

5. TEL. EXT.

Mrs Grace T. Rowe

694-3527

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 3 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	D. SIGNATURE OF AGENCY REPRESENTATIVE	E. TITLE
<i>10</i> AUG 1979	<i>Herbert G. Geiger</i>	HERBERT G. GEIGER, Chief Information Mgt and Resource Div

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">ANALYSIS AND EVALUATION RECORDS (TABLE 66-4)</p> <p>This submission changes the disposition authority in rules 3, 11 and 19. Since Technical Order -33-1-37 states that the Oil Analysis Record is a part of the engines historical file, citing T 66-3 rules 1-3.2.1 is appropriate for the disposition of the records described in rule 3.</p> <p>Reference rule 11, the requirement for monthly summaries has been an optional item with some organizations. If an organization elects not to receive the monthly summary, the rule would require the organization to retain the daily listing for an unspecified period of time. The new disposition provides a specific destruction period for the maintenance analysis daily reports.</p> <p>Rule 19 is changed to bring the terminology and disposition instructions into alignment with the prescribing Technical Order 00-20-14.</p> <p>The proposed retention criteria will adequately meet Air Force requirements.</p>	NCI-AFU 77-27	

115-107

Copy to agency, NNA

JE. 9-17-79

66-4

TABLE 66-4

ANALYSIS AND EVALUATION RECORDS				
R U L E	A	B	C	D
	If documents are or pertain to	consisting of	which are	then
1	actuarial analysis records	correspondence, teletypes, general purpose data sheet, aerospace engine life data, engine failure rate graphs and computations, official engine failure rate table, and similar records	used to record and compute engine failure rate, current engine life, engine life expectancy, and maximum allowable operating time	destroy when engine is dropped from the inventory.
2	oil analysis program records	* used oil analysis request for ground equipment and aircraft		destroy 3 months after transcribing and statistical processing.
3		oil analysis record for use in visible file		*see T66-3, R1 thru 3.2.1
4		spectrographic analysis worksheets		destroy when no longer needed.
5	maintenance and corrosion evaluation program project records	summary reports of evaluation results, such as project directive change notices by the monitoring agency, acknowledgement documents, interim, special, and final reports (including backup data) by evaluating offices, and project notifications by the monitoring agency	copies at the project office	destroy 10 years after acceptance and/or rejection of project.
6			copies at other than project offices	destroy when no longer needed.
7	production count cards	cards	used to accumulate production credit and standard cost data to provide information for the maintenance engineering cost accounting system	destroy when superseded or obsolete.
8		source material		destroy 3 months after preparation of detail cards.
9	maintenance production and utilization reports	summary reports formulated from production count cards; used to evaluate, analyze, and provide maintenance information	daily reports	destroy on receipt of monthly summary.
10			reports other than rule 9 above	destroy 1 year after as of date.
11	maintenance analysis	summary reports from maintenance data systems used to evaluate, analyze, and provide maintenance information	daily reports	* destroy after 90 days or on receipt of monthly summary.
12			reports other than rule 11 above	destroy when purpose has been served, no longer needed, or after 2 years whichever is sooner.
13		briefings and studies		

10-144.4

TABLE 66-4

Analysis and Evaluation Records

R U L E	A	B	C	D
	If documents are or pertain to	consisting of	which are	then
19 *	waiver of calibration requirements	requests for Limited/Special Calibration, Precision Measurement Equipment (PME)	used to determine all items requiring limited/special calibration	destroy when superseded or when purpose has been served, whichever is sooner