

**REQUEST FOR RECORDS DISPOSITION AUTHORITY**  
(See Instructions on reverse)

*Wallace*

TO: **GENERAL SERVICES ADMINISTRATION,  
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408**

LEAVE BLANK	
JOB NO.	<i>NCI-AFU-83-53</i>
DATE RECEIVED	<i>1/11/83</i>
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10.	
Date	<i>1-17-83</i>
Archivist of the United States	<i>[Signature]</i>

1. FROM (AGENCY OR ESTABLISHMENT)

**DEPARTMENT OF THE AIR FORCE**

2. MAJOR SUBDIVISION

**Directorate of Administration, HQ USAF**

3. MINOR SUBDIVISION

**Documentation Management**

4. NAME OF PERSON WITH WHOM TO CONFER

5. TEL. EXT.

**Ms I. S Sienuta**

**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 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	D. SIGNATURE OF AGENCY REPRESENTATIVE	E. TITLE
<b>15 DEC 1982</b>	<i>[Signature]</i>	<b>JAMES E. DAGWELL</b> Chief, Documentation Management Directorate of Administration

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
1	<b>CIVIL AVIATION AND MILITARY FLIGHT PLANS DOCUMENTATION (TABLE 60-2)</b>  Note 2 - has been added to the attached Table 60-2 to provide a 3-month retention period for the the DD Form 1801, DOD International Flight Plan, to enable Lajes Field, Azores, to furnish requested information to the European Control Billing System. Requests from that System are received at Lajes Field 60 days or more after flights occur. The 1 month retention provided in rule 3 would not, therefore, meet the operational needs of Lajes Field.	NN 170-33  NCI-AFU-77-43	

*No mass data change sheet required.*

*1 item*

*Copy to agency, 1-27-83; [initials]*

TABLE 60-2

## CIVIL AVIATION AND MILITARY FLIGHT PLANS DOCUMENTATION

R U L E	A	B	C	D	
	If documents are or pertain to	consisting of	which are	then	
1	international civil aviation organization (ICAO)	documents of national policy on subjects introduced as the US position in the ICAO, agenda of meetings, status reports, lists of international agreements and arrangements, indices of publications, standards and recommended practices for civil aviation operations, and special project files	at HQ USAF	retire as permanent. <i>[Unscheduled]</i>	N/C
2			extra or reference copies	destroy when no longer needed.	N/C
3	flight plans	* documents required for all flights in AF aircraft, such as military and international flight plans with required attachments; weather briefings; pilot flight plan and log, or command-approved substitute, with any plan changes; related correspondence; and, as appropriate, copies of FAA flight plans, ICAO flight plans (Flip Planning III), or USAFE flight plan, and Weight and Balance Clearance Form F (note 1)	*	* destroy when no longer needed or after 1 month, whichever is sooner (note 2).	
4			related to aircraft involved in an accident	destroy 1 year after accident investigation is completed.	N/C

NOTES: 1. See table 66-5 for disposition of weight and balance data.

\* 2. At Lajes Field, Azores, destroy the DD Form 1801, DOD International Flight Plan, after 3 months.