## · Wallace

DEC	WEST FOR RESONDS PASSONS TO					
HEC	REQUEST FOR RECORDS DISPOSITION AUTHORITY (See Instructions on reverse)		LEAVE BLANK			
	(222		JOB NO.			
			NC 1-A	FU-83-	5 <b>7</b>	
	AL SERVICES ADMINISTRATION,	DO 00400			•	
	L ARCHIVES AND RECORDS SERVICE, WASHINGTON,	DC 20408	DATE RECEIVED	- /-		
	NCY OR ESTABLISHMENT)  VT OF THE AIR FORCE		1/	27/83		
2. MAJOR SUBDIVISION			NOTIFICATION TO AGENCY			
Directorate of Administration, HQ USAF			In accordance with the provisions of 44 U.S.C. 3303a the disposal request, including amendments, is approved except for items that may			
3. MINOR SUB		be stamped "disposal not				
	ation Management		د ا		o 4	
4. NAME OF P	ERSON WITH WHOM TO CONFER	5. TEL. EXT.	1 11 02	Vilo de	Ma.	
Ms. L. S.	Stenuta	694-3527	Date	Archivist of the	United States	
	E OF AGENCY REPRESENTATIVE:	U 34-J JLI				
that the	certify that I am authorized to act for this agen records proposed for disposal in this Reques ency or will not be needed after the retention pe	t of <u>2</u> page	ining to the disposa (s) are not now no	al of the agency eeded for the b	r's records; pusiness of	
□ A	Request for immediate disposal.					
	·					
	Request for disposal after a spec retention.	ified period o	f time or requ	uest for pe	rmanent	
C. DATE	D. SIGNATURE OF AGENCY REPRESENTATIVE		H. COON, Major			
1 0 JAN 1983	HOULING OH			ief, Documentation Mgmt		
-		Dire	ctorate of Admi			
ITEM NO.	8. DESCRIPTION O (With Inclusive Dates or Ref			9. SAMPLE OR JOB NO.	10. ACTION TAKEN	
	EQUIPMENT MAINTENANCE (T	ahla 66-8)				
	(Applicable Air Force-wide)					
	• • •	·				
1	Rule 3. Request approval to change the disposition			NC1-AFU-80		
	authority in rule 3 to:			NC1-AFU-77	I .	
				NC-174-216		
	destroy when no longer needed ever is sooner.	or after 2 ye	ars, which-	NN-173-54 NN-170-42		
	ever is sooner.			NN-170-42 NN-170-33		
	from:			170 33		
	destroy after 3 months.					
	destroy arter 3 months.					
	The change will meet the shorter and/or longer retention needs of offices which use the records for different purposes.					

115-107

No mass data clarge sheet required.

Copy to agency, 2-25-83; 88.

STANDARD FORM 115
Revised April, 1975
Prescribed by General Services
Administration
FPMR (41 CFR) 101-11.4

EQUIPMENT MAINTENANCE (Note 1)

LAC	IPMENT MAINTENANCE (NOTE 1)				
R U L E	A	В	С	D	
L E	If documents are or pertain to	consisting of	which are	then	
1	aerospace vehicles, communications electronics meteorological equipment, ground/air launched missiles, or related equipment document tion, calib	documents used in scheduling, controlling and managing maintenance efforts, recording operational data and status information, and documenting the accomplishment of servicing, inspection, checkout, adjustment, calibration, repair, overhaul and modification	time compliance technical order (TCTO) products not covered by table 66-3	destroy after receipt and verification of next report (EXCEPTION: when mechanized reports are not used, destroy 3 months after posting, if no longer needed, or no later than after 1 year).	
2			monthly maintenance plan	destroy when no longer needed or after 1 year, whichever is sooner.	
<u></u>			weekly maintenance plan	destroy when no longer needed or after 2 years, whichever is sooner.	
3.1			daily maintenance plan	destroy after 3 months or when no longer needed, whichever is sooner.	
4			visual aids	destroy when replaced, obsolete or no longer needed.	
5			special qualification certificate		
6			data transmittal documents	destroy after 1 month or sooner if no longer needed.	
7			daily requirements and dispatch records used for dispatch control of aerospace ground equipment		
8			personnel availability forecast, shop workload summary, and maintenance preplan used in prepara- tion of work schedules		
9			punch card transcripts used as source documents for computer products	destroy when computer product is verified.	
10			job standards	destroy when replaced by a new job standard or when no longer needed, whichever is sooner.	

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