

CONTENT OF THE RESEARCH AND DEVELOPMENT FILE FOLDER

(File Data in Chronological Order on Tabs Indicated)

A. INDEX

Will contain AFSC Form 78, "General Index of Technical Research and Development File Folder" and AFSC Form 78a, "Contents of Research and Development File Folder".

B. SUMMARY SECTION

Chronological Summary of important events.
(Information other than that recorded in the AFSC Form 79 record book)

OR:

Six month report to SGO

Other informal progress reports

C. AUTHORIZATION SECTION

Program Area Project Directive
DD Form 1498's "Research & Technology Resume"
AF Form 111's R & D Management Report
Correspondence pertaining specifically to Auth. Doc.

OR:

Research Committee Approvals
SGO Approvals

Authorization documents for this R & D effort are filed in Project No: _____

D. PROCUREMENT SECTION

Purchase Requests
Purchase Orders
Contract Proposals
Contract Evaluations
Contract Changes
Contract Termination
Contract Supplements

Contract Vouchers
Bailment Agreement
Policy Agreement
DD Form 254
AF Form 830 Procurement Directive
AFPI Form 6b Administrative Commitment Document (W/DD Form 1261)

OR:

Local purchase
Supplies

E. EQUIPMENT STATUS SECTION

AFSC Form 81's
Forms and correspondence pertinent to Establishment or Change of Nomenclature, Equipment Status, Model Designation, Type Designation

OR:

Research notes
(if available)

F. DRAWINGS SPECIFICATIONS AND STANDARDS SECTION

Small Drawing
Drawing Change Requests
Drawing Releases
Graphs
Numerical Index of Drawings

Proposed Specification
Specification
Standards and Bulletins
Change Recommendation (Specification)
Test Specification
Specification Data Release

OR:

Protocol
Addendums

G. REPORTS SECTION

DD Form 1473
Technical Reports
Informal Progress Reports
Formal Progress Reports
Final Reports
Test Reports

Trip Reports
Contractor Reports
Official Contractor Reports
Research Publications
Oral Presentations
Administrative Reports

OR:

Publications

H. GENERAL SECTION (Inside of Back Cover)

Correspondence
Telegrams
Suborders
List of motion picture film
(Original of film having record value should be in the Film Depository)

Original Test Data
Teleconversations
Conference Memoranda

Photographs
Other

General Correspondence

Index tabs may be used to separate the different types of records, example:
(a) correspondence, (b) telegrams, (c) suborders, (d) photographs

In the event section(s) "B" thru "G" cannot be economically utilized as prescribed, this section(s) may be used for filing overflow material from another section or for categories of records applicable to the using agency. Designate changes under "OR".