AEROSPACE FEDERATION

AF-PR-9500-029

Retirement, Authority Removal and Data Disposition

Space / Aviation / Defense

FIRST EDITION

AF 9500 SUPPORTING DOCUMENT

Aerospace Federation
af.org

Document identity and use

FIRST EDITION MANUSCRIPT - Prepared for Aerospace Federation review

Field	Controlled identity
Document	AF-PR-9500-029 - Retirement, Authority Removal and Data Disposition
Parent standard	AF 9500 - Aerospace Digital Systems, Software & Cybersecurity
Edition / language	FIRST EDITION / English master text
Family	Procedures
Primary source anchors	38; Annex M
Suggested local owner	Procedure owner identified in execution table
Authority	Publisher approval and effective date are not assigned. Local use requires authorized adoption and completed parameters.

Use with the main standard

This document implements the identified AF 9500 clauses and annexes. Read the complete applicable requirements in the main standard. The source anchors are navigation references; a template does not replace technical judgement, evidence, permission or eligible approval.

AF-ML-9500-001 lists the complete supporting set. AF-CM-9500-001 maps the main clauses and annexes to working documents. AF-TP-9500-001 establishes the common local parameter baseline; add the relevant discipline profiles.

Record control

Identify the object, configuration, record owner and dates. Reference attachments by stable identifier and version. Keep superseded evidence and decisions traceable. Use the approved local retention, access and authentication arrangements. No technical limit, numerical limit, interval or acceptance value is assigned by a blank template.

Implementation model: Translate the stated responsibilities and controls into the actual organization. Informative examples remain explanatory; use approved programme-specific values for operational decisions.

1 Purpose, trigger and inputs

An asset, service, account, trust anchor or data population is retired or transferred.

Required inputs: Inventory, dependencies, obligations, credentials and retained evidence needs.

Use the complete parent requirements at 38; Annex M. Assign an eligible owner to each step; retain the actual baseline and time of each significant action.

2 Controlled execution

Step / responsible role	Required action	Retained output
1 / Asset owner	Define retirement scope and continuing dependencies.	Retirement plan
2 / Administrator/custodian	Remove authority and control physical/digital transfer.	Revocation and custody record
3 / Data/records owner	Execute verified retention, sanitization or destruction.	Disposition evidence
4 / Closure reviewer	Reconcile inventories, backups, suppliers and residual duties.	Retirement closure

Decision control: Physical removal or cancellation alone cannot establish secure retirement or transfer of authority.

2.1 Exceptions and escalation

Preserve the observed condition, affected object, evidence and decision state. Refer a deviation or anomaly to its eligible technical authority. Record why a departure is acceptable, what remains blocked and whether readiness, qualification, acceptance or release must be reconsidered.

3 Closure and handoff

Verified removal of unintended authority with preserved necessary evidence and assigned residual duties.

The receiving owner verifies the outputs. Open items retain an owner, due basis and blocked scope; a due date does not authorize closure.

3.1 Working records

AF-FR-9500-029, AF-RG-9500-015, AF-SC-9500-007, AF-CL-9500-024, AF-WI-9500-014. Consult AF-ML-9500-001 for titles and locations. Reopen affected steps when configuration, conditions, evidence validity or delegated authority changes. Verify the actual technical handoff during assurance review.