REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

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

FROM (Agency or establishment)
DEPARTMENT OF THE AIR FORCE

MAJOR SUBDIVISION
DIRECTORATE OF ADMINISTRATION

MINOR SUBDIVISION
RECORDS MANAGEMENT BRANCH

NAME OF PERSON WITH WHOM TO CONFER:
Mr. Jon Updike

LICENSE:
694-3431

DATE:
3-26-85

ARCHIVIST OF THE UNITED STATES

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 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified; and that written concurrence from the General Accounting Office, if required under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies, is attached.

A. GAO concurrence:

☐ is attached; or
☐ is unnecessary.

DIRECTORATE OF ADMINISTRATION
RECORDS MANAGEMENT BRANCH

DESCRIPTION OF ITEM

DATA AUTOMATION PROGRAM RECORDS (T300-1)
(Applicable Air Force-wide)
JUSTIFICATION FOR CHANGE TO TABLE 300-1

This change adds one rule to provide a disposition for pen recording charts from temperature and humidity recorders used in data processing installations.
<table>
<thead>
<tr>
<th>RULE</th>
<th>A</th>
<th>B</th>
<th>C</th>
<th>D</th>
</tr>
</thead>
<tbody>
<tr>
<td>35</td>
<td></td>
<td>daily or weekly thermometer/hygrometer recordings</td>
<td>at HQ USAF</td>
<td>destroy after 3 years or 90 days after the release of the system from the US government inventory, whichever is sooner.</td>
</tr>
<tr>
<td>35.1</td>
<td></td>
<td></td>
<td>at DPIs</td>
<td>Destroy after 3 months.</td>
</tr>
</tbody>
</table>