

REQUEST FOR RECORDS DISPOSITION AUTHORITY

(See Instructions on reverse)

LEAVE BLANK

JOB NO

N 1-AFU-87-19

DATE RECEIVED

4/13/87

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

1 FROM (Agency or establishment)
DEPARTMENT OF THE AIR FORCE

NOTIFICATION TO AGENCY

2 MAJOR SUBDIVISION
Directorate of Information Management and Administration

In accordance with the provisions of 44 USC 3305- the disposal request, including amendments is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10. If no records are proposed for disposal, the signature of the Archivist is not required.

3 MINOR SUBDIVISION
Records Management Branch

4. NAME OF PERSON WITH WHOM TO CONFER

Grace T. Rowe

5. TELEPHONE EXT.

694-3527

DATE

ARCHIVIST OF THE UNITED STATES

4/7/87

Claudia M. ...

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 4 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

B DATE APR 9 1987	C SIGNATURE OF AGENCY REPRESENTATIVE <i>Grace T Rowe</i>	D TITLE GRACE T. ROWE Records Management Branch Directorate of Info Mgmt & Admin
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7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARS USE ONLY)
1	<p>OPERATIONAL TEST AND EVALUATION (OT&E) RECORDS (Table 80-5) (Applicable Air Force-wide)</p> <p>This submission supersedes SF 115, 6 Jan 82 and subsequent information. The records have been thoroughly reviewed again by Air Force Operational Test and Evaluation Center (AFOTEC) personnel and the table has been revised. Actually, these files tie into the research and development effort and have long term interest with rule 1.2 records determined as permanent.</p> <p>Correspondence from the Records Manager, AFOTEC, is attached. It provides information on the permanent records and details the changes in the 6 Jan 82 table. Also attached are pertinent publications that may be of interest.</p> <p>Request favorable consideration of this revision to table 80-5.</p>		16

*Copies sent to agency
NNA, NNT 4/14/87*

TABLE 80-5

OPERATIONAL TEST AND EVALUATION (OT&E) RECORDS

R U L E	A	B	C	D	
	If the records are or pertain to	consisting of	which are	then	
1	AFOTEC-conducted OT&E programs	test plans, final reports, annexes, data supplements, and related studies and analyses	created by test/project managers and directors	on publication, send copies to AF OT&E Data Bank and Defense Technical Information Center (DTIC) (Notes 1 and 2)	
1.1			at the AF OT&E Data Bank	retain copies until disestablished, then handle as directed by HQ USAF	
1.2			at other activities	destroy when no longer needed	
1.3		program case files, to include requirements, authorizations, planning and implementing documents, summary test data, lessons learned, and similar records	maintained by test/project managers and directors	forward to AF OT&E Data Bank upon program termination (Note 1)	
1.4				at the AF OT&E Data Bank	<i>Permanent</i> copy on microfilm; transfer microfilm to NARA when 20 years old
1.5				at other activities	destroy when no longer required
2	MAJCOM-conducted OT&E programs	test plans, final reports, annexes, data supplements, and related studies and analyses	created by test/project managers and directors	on publication, send copies to AF OT&E Data Bank, and DTIC (Notes 1 and 2) <i>Command History Office</i>	
2.1			at the AF OT&E Data Bank	destroy paper copies when no longer needed	
2.2		at other activities	destroy when no longer needed		
2.3		program case files, to include requirements, authorizations, planning and implementing documents, summary test data, lessons learned, and similar records	maintained by test/project managers and directors	cutoff when program/project completed; destroy when 10 years old	
2.4				at other activities	destroy when no longer needed
3	raw test data, data reduction records	computer tapes, disks, and other electronic records, photographic data and imagery (except summary film)		destroy when data has been reduced, analyzed or otherwise is no longer needed (Note 3)	

TABLE 80-5 CONTINUED

R U L E	A	B	C	D
	If the records are or pertain to	consisting of	which are	then
		and video tape), audio tapes, punch cards, printouts, worksheets, and similar data (including intermediate working tapes, computer listing/read-out sheets, space-time data reduction reports) and other documentation not specifically described in this table		
4	liaison contractual case files	contracts, purchase orders, other contractual instruments, all supporting data and information documenting the negotiation, administration, and payment of individual procurement transactions associated with a USAF-directed, AFOTEC-conducted OT&E effort	at contracting support activity providing liaison among comptroller, procurement activity and OT&E program manager	destroy upon final payment under the contract
5	OT&E scientific and technical reference materials	collections of technical and scientific materials, including: information copies of range program directives, range requirements and validation documents, similar data and related correspondence; and information copies of threat assessment reports, threat environmental descriptions, special studies and reference materials and related work	used in reference and research in OT&E efforts, management of OT&E range requirements/test resources, and verification of test realism and not returnable to, or suitable for, libraries as scholarly reference	destroy when superseded, obsolete or no longer needed, whichever is sooner
6 6.1	OT&E audiovisual records	video tapes, 35mm slides and film strips of program test results	at USAF OT&E Data Bank	on completion or termination of test/project, forward to USAF OT&E Data Bank (Note 1) when no longer needed for reference forward audiovisual material with historical significance to the DOD Motion Media Depository (Note 4)

NOTES:

1. Address of AF OT&E Data Bank is HQ AFOTEC/RSD, Kirtland AFB, NM 87117-7001. Address of Defense Technical Information Center is DTIC/FDAC, Cameron Station, Alexandria, VA 22304-0145.
2. Forward special intelligence documentation to the Special Intelligence Central Repository, HQ ESC/DAQF, San Antonio, TX 78243-5000
3. If a follow-on OT&E will take place, the test/project manager may keep relevant records in current files area. At HQ AFOTEC, the AF OT&E Data Bank can provide or arrange for temporary storage of raw test data until no longer needed.
4. Address of DOD Motion Media Depository is ~~DOD Motion Media Depository, TGS Technology Inc., Bldg 248, Norton AFB, CA 92409-0218~~

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1352nd AVS, ATTN: DoD central motion media Records Center