

<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b> <i>(See Instructions on reverse)</i>		LEAVE BLANK	
TO <b>GENERAL SERVICES ADMINISTRATION</b> <b>NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408</b>		JOB NO <b>NI-AFU-87-40</b>	DATE RECEIVED <b>9-10-87</b>
1 FROM <i>(Agency or establishment)</i> <b>DEPARTMENT OF THE AIR FORCE, HQ USAF</b>		NOTIFICATION TO AGENCY	
2 MAJOR SUBDIVISION <b>Directorate of Information Management and Administration</b>		In accordance with the provisions of 44 USC 3303a 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disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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 <b>Records Management Branch</b>			
4 NAME OF PERSON WITH WHOM TO CONFER <b>Neil Vandergraaf</b>	5 TELEPHONE EXT. <b>694-3494</b>	DATE <b>12/28/87</b>	ARCHIVIST OF THE UNITED STATES <i>[Signature]</i>
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 12 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 <b>SEP 03 1987</b>	C SIGNATURE OF AGENCY REPRESENTATIVE <i>Grace T. Rowe</i>	D TITLE <b>GRACE T. ROWE</b> Chief, Records Management Branch Directorate of Info Mgt and Administration
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7 ITEM NO	8 DESCRIPTION OF ITEM <i>(With Inclusive Dates or Retention Periods)</i>	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN <i>(NARS USE ONLY)</i>
1	SOFTWARE AND DOCUMENTATION (T700-19) (Applicable Air Force-wide)  The attached is submitted for your review and approval.		

JUSTIFICATION TO ACCOMPANY SUBMISSION OF SF115 ON NEW TABLE 700-19

The entire new table 700-19 is attached for your ease of reference. However, only rules 1 and 2 needs to be reviewed by your office because of a change in disposition from the originally approved disposition for table 100-20, rules 1 and 2 under NARA Job # NC1-AFU-78-14.

We have attached a comparison table to show the old tables and rules against the rules in the new table 700-19.

Due to organizational changes within the Department of the Air Force we have a need to combine several tables in the 100-series and 300-series into the new 700-series tables. Several administrative changes have been made to update terminology, nomenclature, and office names and symbols. These are all minor in nature.

Request your favorable review and approval of the proposed changes.

## COMPARISON TABLE TO ACCOMPANY SF 115 ON NEW TABLE 700-19

OLD TABLE & RULE	NEW T700-19 & RULE	DIFFERENCES
100-20, R1	1	Change disposition to 2 years.
100-20, R2	-	No replacement.
100-20, R3	2	No change.
100-20, R4	3	No change.
100-20, R5	4	No change.
100-20, R6	-	No replacement.
100-20, R7	5	Minor change.
300-2, R1	6	No change.
300-2, R2	7	No change.
300-2, R3	8	No change.
300-2, R4	9	Minor change.
300-2, R5	10	Minor change.
300-2, R6	11	Minor change.
300-2, R7	12	No change.
300-2, R8	13	No change.
300-4, R1	-	No replacement.
300-4, R2	14	Minor change.
300-4, R3	15	Minor change.
300-4, R4	16	Minor change.
300-4, R5	17	No change.
300-4, R6	18	Minor change.
300-4, R7	19	No change.
300-4, R8	20	Minor change.
300-4, R9	21	No change.
300-4, R10	22	No change.
300-4, R11	23	Minor change.
300-4, R12	24	Minor change.
300-4, R13	25	Minor change.
300-4, R14	26	Minor change.
300-4, R15	27	Minor change.
300-4, R16	28	Minor change.
300-4, R17	29	No change.
300-4, R18	30	No change.
300-4, R19	31	No change.
300-4, R20	32	No change.
300-4, R21	33	No change.
300-4, R22	34	No change.
300-4, R23	35	No change.
300-4, R24	36	No change.
300-4, R25	37	No change.
300-4, R26	38	No change.
300-4, R27	39	No change.
300-4, R28	40	No change.
300-4, R29	41	No change.
300-4, R30	42	No change.
300-4, R31	43	No change.
300-4, R32	44	No change.
300-4, R33	45	No change.
300-4, R34	46	No change.
300-4, R35	47	No change.

TABLE 700-19

SOFTWARE AND DOCUMENTATION (see note 1)				
R U L E	A	B	C D	
	If the records are or pertain to	consisting of	which are then (see note 2)	
1	system software case files	authorization records, requirements, plans, schedules; contractual and procurement records, drawings, specifications, photographs; technical progress summaries and reports; technical visits, conferences, evaluations, results and conclusions; technical documentary reports, management reports on design and development efforts and engineering services; management task control numbers (MTCN) and related correspondence; operating reports, e.g., progress management and termination reports containing technical and related administrative, fiscal, personnel and logistical information, notices of cancellation and related correspondence, including preliminary and critical design review project record books; formal documentation	at the OPR for tasked systems from the initiation through design, development, testing and maintenance	destroy 2 years after disapproval or discontinuance of system or when no longer needed, whichever is later.
2			at supporting, participating, testing or other activity not having prime responsibility	destroy when superseded obsolete, or no longer needed whichever is later.
3	management task control	opening and closing statements, related cost analysis, software requirements, studies and change requests	at the project management office (PMO) or the configuration control office (CCO)	destroy 5 years after task closing.

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TABLE 700-19--Continued.  
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R U L E	A	B	C	D
	If the records are or pertain to	consisting of	which are	then
4	computer products			upon implementation and verification of the most current assembly (revision), hold two previous assemblies and associated documentation (three sequential assemblies and documentation) and purge or destroy all other data.
5	program releases and changes	emergency programming actions, design control numbers, program software control numbers, off-line design changes, software patches, revisions, receipts, certifications and related explanatory and supportive documents		destroy when superseded, obsolete or no longer needed, whichever is later.
6	input specifications	detailed description of each transaction that generated some activity in the system in the form they appear at the time they enter the computer system; identification title, recording media, purpose, frequency, volume, and source; detailed description of the contents of each input to the basic record file and a graphic illustration of each	for systems for which the related magnetic media data is authorized for blanking	destroy at time final magnetic media records produced by system have been scratched.
7			for systems for which the related magnetic media data is not authorized for blanking	hold with the related magnetic media.

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TABLE 700-19--Continued.  
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R U L E	A	B	C	D
	If the records are or pertain to	consisting of	which are	then
8	output (report forms) specifications	detailed descriptions of products of the system that are to be used outside the computer center consisting of a listing of the outputs by sequence, name, media, purpose, frequency, volume and distribution; a detailed record description; and samples of output in the form of layouts or copies, keyed to names and numbers in the output listings		destroy on termination of system.
9	application program manual (see note 2)	records reflecting the latest information for a general description of the function use, and methodology of the program consisting of a description of input, files, and output; source and object code listings and flow diagrams showing the logic of the program; description of program output messages; and coding information, test plan, program test, and operating instructions		
10	user guides (see note 3)	information used in training or explaining overall system consisting of handbooks, guides to data availability, and procedures for querying files		hold with systems specifications (table 700-5, rules 1 and 2).
11	system operating procedures (see note 3)	user oriented instructions: (1) to prepare input data, (2) for control and interpretation of output reports, and (3) for processing work on the computer	for system for which the related magnetic media data is authorized for disposition	destroy at the time magnetic media is scratched.
12			for systems that require retention of data	hold with systems specifications (table 700-5, rules 1 and 2).

TABLE 700-19--Continued.

R U L E	A	B	C	D
	If the records are or pertain to	consisting of	which are	then
13	printed final report	statistical tabulation and an analysis of the findings of a study or survey including a narrative description of methodology employed for systems which require retention of related magnetic media data		hold one copy of the printed report with related file specifications
14	test media	magnetic media used by programmer for individual run testing of proposed system, and not under library control	at operating locations	dispose after system has been accepted or discontinued, whichever is sooner.
15		system debugging test data (see notes 4,5,6)		hold until related program is discontinued.
16		system acceptance test data (see notes 4,5,6)		
17	program tape or disk pack	tapes (disk packs) containing sequence of instructions required to accomplish the processing of data or solving a problem	updated	dispose after third update cycle
18			the last update of specific ADP application used in a terminated system	dispose after agency exhausts use of tape.
			required in audit trail (see note 7)	dispose of in accordance with functional guidelines provided by GAO.
20	raw data input	magnetic media containing data abstracted from source documents or other media and entered into the system for the first time (See note 6)	used for updating with existing program and required to support reconstruction of master file	dispose of first generation data upon successful completion of fourth processing machine pass.
21			not required to support reconstruction of master file and/or used as input for a one-time study or survey	dispose after raw data is processed into final data and proved satisfactory.

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ABLE 700-19--Continued.

R U L E	A	B	C	D
	If the records are or pertain to	consisting of	which are	then
22			officially designated to replace or serve as the basic source data in lieu of the "hard copy" or other input source document	dispose of in accordance with instructions applicable to the "hard copy" or other file docu- menting the same process, tran- saction, or case.
23	working magnetic media (input/output)	magnetic media containing output or control within, or from, one run to a subsequent run that manipulates, sorts and/or moves data through the systems; in- cludes checkpoint, edit, correc- tion, reject list, unmatched data eliminating error, and rerun magnetic media	used in an updated system	dispose after subsequent magne- tic media that contain the accepted detail data have been created and proved satisfac- tory.
24			used in a one-time study or survey	dispose after master data magnetic media has been proved to be satisfactory.
25	valid transaction	magnetic media containing valid file of items used with a master data magnetic media input file for creation of master data magnetic media output file	partially valid trans- action after all out- standing items are liquidated from current status tapes	dispose after third update cycle.
26			valid transaction after cumulative final master magnetic media is pre- pared and determined to be successful, and there is no necessity for statistical analysis	dispose after third update cycle
27			used in additional sta- tistical analysis	destroy when no longer needed.
28	information retrieval system master reference	magnetic media containing data created by the merging of prior master file with valid transac- tion data to create a new master file (including the security copy tape of data on disk packs)	a cumulative index to scientific and tech- nical publications, and bibliographic and other nonrecord material (see note 8)	dispose after third update cycle.



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TABLE 700-19--Continued.  
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R U L E	A	B	C	D
	If the records are or pertain to	consisting of	which are	then
29			an index to record material such as correspondence, legal hearings, and decisions, patents and trademarks, and record copy of publications	destroy when no longer needed.
30	scientific magnetic media source data	recording received from experi- mental sensor instruments for scientific measurements such as outer space orbiting spacecraft, oceanographic and geophysical phenomena, and medical research (including analog tape)	converted or converted only in part to raw data digital magnetic tape media	dispose after meaningful data has been analyzed
31			not converted or con- verted only in part to raw data digital magne- tic tape media	dispose after determining data will not be converted to raw data digital magnetic tape media.
32		magnetic media containing data created either from analog magnetic tape or recorded directly on magnetic digital tape for scientific measure- ments of astronomic, outer space, and oceanographic phenomena; air and water quality and medical research measure- ments	held in national data centers	destroy when no longer needed.
33			not duplicated in national data centers	
34			duplicated in national data centers	dispose after determining data is not required outside the data centers.
35			not calibrated or validated	dispose after subsequent magnetic tapes containing the accepted data have been created and proved satisfactory.

TABLE 700-19--Continued.

R U L E	A	B	C	D
	If the records are or pertain to	consisting of	which are	then
36	summary data file	magnetic media containing aggregates of individual observations from valid transaction or master data files that are disaggregates of published data	substantially unpublished, such as tapes containing data that are disclosure free	destroy when no longer needed.
37	publication magnetic media	magnetic media containing source output data extracted from the system (without destroying the source magnetic media)	reproduced and disseminated as a publication or used for reproducing a printed publication	record copy is permanent documentation (see note 3).
38	print magnetic media		used for producing required printouts of tabulations, ledgers, tables, registers, and reports	dispose after output has been released and approved.
39	reformatted data file	magnetic media containing essentially duplicate data from the master data file but which is created for use with other computer hardware systems	created for the specific purpose of information interchange	dispose of as provided for master data magnetic media.
40			of specific application for agency computer hardware systems	dispose when determination is made that such format is unnecessary.
41	sample and subsample data files	magnetic media containing individual observations selected from a larger census or survey file, such as stratified or pure random sample files with or without weighting factors	disclosure free useful in statistical analysis or policy formulation models and simulation studies	destroy when no longer needed.
42	security backup file	magnetic media that is identical in format to master magnetic media retained as security in case the master is damaged or inadvertently erased	updated	dispose of after third update cycle.
43			a one-time study or survey	destroy when no longer needed as determined by each operating location.

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TABLE 700-19--Continued.

R U L E	A	B	C	D
	If the record are e or pertain to	consisting of	which are	then
44	magnetic media library control/ transaction records	card decks and magnetic media files		destroy card decks and dispose of magnetic media after the fourth update cycle is created.
45		machine listings		destroy after 3 months (see note 9).
46		transaction slips		destroy after 3 months or when no longer needed, except table 205-1, rule 2, applies when the slips serve to account for clas- sified matter.
47	other agency files	magnetic media created by other agencies not altered substan- tially by recipient		destroy when no longer needed.

NOTES:

1. Magnetic media consist of magnetic tape (analog, digital), drums, hard and floppy disks and diskettes, disk packs, data cells, and other devices that store data in an erasable mode.
2. The terms "dispose and destroy" in column D means to "scratch," "erase," or "blank" the media so the media can be reused. The media itself will only be destroyed when it is unserviceable or not reusable due to security requirements.
3. For users manuals, operators manuals, and other related manuals which are "issued" as published regulations or manuals, use table 11-1. Publication record sets at the publishing activity will use table 5-1.
4. This type of data is differentiated from simple debugging test data. The data set is used to exercise all possible data system options within the complete set of programs. System debugging test data means data used to debug individual programs or groups of programs prior to final acceptance testing. It must be retained until the related program is discontinued.
5. Acceptance test data may also be a contractually defined specification or item in software systems being procured and it or a listing of it may have to be kept with the contract file. Disposition applicable to the contract file would apply to this acceptance test data.
6. In other cases, particularly in systems where accounting for funds is involved, files may need to be retained until a particular version of a system has been audited and approved by the GAO. Retention periods in this case will be in accordance with the specific functional file. This means specific acceptance test data sets might have to be retained for the of the particular version of a software system or until all records produced under that system have been disposed of.

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TABLE 700-19--Continued.  
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7. Just as the acceptance test data may need to be kept beyond its useful life for auditing purposes, programs which processed that data may also be kept for audit purposes beyond the operational life of the particular system. Disk packs are relatively expensive for long-term storage and there is usually a backup copy of the system on magnetic tape. In these cases, the tape copy of the program together with all relevant documentation may be used in lieu of the disk pack version. Either source or object versions of the system may be used for this purpose.
8. "Cumulative data," in rule 28 implies no earlier data is deleted in the present pass.
9. Machine listings may be retained for as long as 1 year when they provide audit trails of the last recording made on a specific reel and may be useful in retrieving a lost file or in determining how a file may have been inadvertently scratched.