

**REQUEST FOR RECORDS DISPOSITION AUTHORITY**

(See Instructions on reverse)

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JOB NO.

N1-AFU-88-1

DATE RECEIVED

10-8-87

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

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

2. MAJOR SUBDIVISION  
Directorate of Info Mgmt and Administration, SAF/AAD

3. MINOR SUBDIVISION  
Information Management Policy Branch

NOTIFICATION TO AGENCY  
In accordance with the provisions of 44 U.S.C. 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disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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.

4. NAME OF PERSON WITH WHOM TO CONFER  
Mr. R. P. Dwyer

5. TELEPHONE EXT.  
695-1667

DATE  
12/1/78

ARCHIVIST OF THE UNITED STATES  
*[Signature]*

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 SEP 21 1987	C. SIGNATURE OF AGENCY REPRESENTATIVE <i>Grace T Rowe</i>	D. TITLE GRACE T. ROWE Chief, Records Mgmt Policy Section Directorate of Info Mgmt and 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7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARS USE ONLY)
	GENERAL OPERATIONS (Table 700-7) (Applicable Air Force-wide)		
1	Table 700-7 is added; replacing some rules in both Table 100-11, C-E Operations, System, and Facility Evaluation Records, and Table 300-1, Data Automation Program Records. Current Table 300-1, Rule 36 is deleted as unnecessary.  Rules 1, 2, 3, 4, 7, 8, 10 and 13 (currently Table 100-11, Rules 5 and 6; Table 300-1, Rules 21, 22, 37, 40, 41 and 39.1). Dispositions remain the same. Some descriptions and records locations are changed or lengthened to meet Air Force needs.	Table 100-11, Rules 5 and 6 NC1-AFU-76-33	
2	Rule 5 (currently Table 300-1, Rule 23). Disposition is changed to destroy 3 months after disapproval vice 3 months, to meet Air Force needs.	Table 300-1, Rule 39.1 NC1-AFU-79-14	
3	Rule 6 (currently Table 300-1, Rule 35). First part of disposition is changed to destroy 3 years after superseded vice 3 years. Column A description is changed slightly.		
4	Rules 9 and 11. Added to dispose of contractor invoices, physical inventory and general ledger account code (GLAC) reconciliations, other than at equipment control officers (ECOs), when no longer needed.		

REQUEST FOR RECORDS DISPOSITION AUTHORITY - CONTINUATION		JOB NO.	PAGE OF
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)
5	Rule 12 (currently Table 300-1, Rule 38). Disposition is changed to "destroy after preparation of next report"; deleting "or when no longer needed" as unnecessary. Location of records is changed.	NC1-AFU-79-14	
6	Rule 14 (currently Table 300-1, Rule 39). Disposition is changed to destroy when no longer needed vice 2 years following the date on which the equipment is discontinued, to meet Air Force needs. Description is changed to include additional records.	NC1-AFU-79-14	

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TABLE 700-7 .

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GENERAL OPERATIONS .

R U L E	A	B	C	D
	If the documents are or pertain to	consisting of	which are	then
1	Defense Communica- tions Agency (DCA) evaluation reports	copies of DCA operational evaluation reports of AF- operated DCA communications stations, with related corres- pondence	at HQ USAF and MAJCOMs	destroy 2 years after required actions are either completed or have become part of an approved HQ USAF/MAJCOM program.
2			below MAJCOM	destroy 1 year after required actions are either completed or have become part of an approved HQ USAF/MAJCOM program.
3	summary control statement	a narrative and statistical summary of status and progress of principal programs and objectives		destroy when superseded, obsolete, or no longer needed.
4	statistical data requests	forms and related corres- pondence initiated to establish or revise statistical data programs from an approved data system, providing Infor- mation Processing Centers back- ground for the program file, and to control the work flow	approved requests	destroy on discontinuance of the program.
5			disapproved requests	destroy 3 months after disapproval.
6	site environment	daily or weekly thermometer/ hygrometer recordings		destroy 3 years after superseded or 90 days after the system is released from US Government inventory, whichever is sooner.

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TABLE 700-7--Continued.  
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R U L E	A	B	C	D
	. If the documents are . or pertain to	. consisting of	. which are	. then
7	. reuse and disposi- . tion of excess ADPE . .	. records that pertain to the re- . distribution, reuse, and dis- . position of automation equipment .		. see table 68-2. . .
8	. ADPE accountability	. contractor invoices	. maintained by equipment . control officer (ECO)	. destroy after 3 years. . .
9				. destroy when no longer needed.
10		. physical inventory and general . ledger account code (GLAC) . reconciliation	. maintained by equipment . control officer (ECO)	. destroy after 3 years. . .
11				. destroy when no longer needed.
12		. ADP Equipment Inventory Report . (RCS: HAF-SCP(M)7104)	. maintained by equipment . control officer (ECO)	. destroy after preparation of . next report.
13				. destroy when no longer needed.
14		. related documents concerning the . management of ADPE, such as . AF Form 782, Equipment Order; . DD Form 1155, Delivery Order; . equipment control officer (ECO) . and custodian accountability . certification; maintenance . agreement; etc.		