

REQUEST FOR RECORDS DISPOSITION AUTHORITY

(See Instructions on reverse)

LEAVE BLANK

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

JOB NO.

N1-AFU-88-7

DATE RECEIVED

10-27-87

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 U.S.C. 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disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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

Records Management Policy Section

4. NAME OF PERSON WITH WHOM TO CONFER

Grace T. Rowe

5. TELEPHONE EXT.

694-3494

DATE

2/28/89

ARCHIVIST OF THE UNITED STATES



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

OCT 15 1987

C. SIGNATURE OF AGENCY REPRESENTATIVE

Grace T Rowe

D. TITLE

GRACE T. ROWE

**Chief, Records Management Policy Section
Directorate Information Mgt & Administration**

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 GRS OR SUPERSEDED JOB CITATION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)

**PROGRAM MANAGEMENT AND ACQUISITION (TABLE 700-3)
(Applicable Air Force-Wide)**

The functions of communication-computer systems merged. The resulting consolidation of the 100- and 300- series directives into the 700- series directives requires revision of tables in AFR 12-50, Volume II.

1. Rule 1 was Rule 3, Table 100-4. Columns A and B are changed to update the language. Disposition is changed to "destroy 1 year after requirement has been decommissioned."
2. Rule 2 was extracted from Rule 4, Table 100-4. Disposition is changed and is self explanatory.
3. Rule 3 is the same as Rule 5, Table 100-4.
4. Rule 4 is the same as Rule 6, Table 100-4 except Column C is changed. Rules 5, 6 and 7 are cross references.
5. Rule 8 was Rule 9, Table 100-4. Column A changed to update language.
6. Rule 9 is the same as Rule 13, Table 100-4 except Column A moved to Column B.
7. Rule 10 is extracted from Tables 100-4, Rule 10 and 300-1, Rules 6-10. Disposition is changed to "destroy upon completion of program or when superseded, whichever is sooner."

Request for Records Disposition Authority—Continuation		JOB NO.	PAGE OF
7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
8.	Rule 11 was Rule 17, Table 100-4. Disposition is changed from permanent. Most of these records are from various sources and are not AF written. Several years ago when NARS reviewed our permanent records rules, they suggested this rule be disposable. The note clarifies that T0s are disposed of per Table 8-1.		
9.	Rule 12 is the same as Rule 18, Table 100-4.		
10.	Rule 13 was Rule 42, Table 300-1. Disposition is changed.		
11.	Rule 14 is the same as Rule 24, Table 300-1.		
12.	Rule 15 is a new rule. Column D is a cross reference to Table 700-5, Rule 10.		

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 TABLE 700-3 .

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 PROGRAM MANAGEMENT AND ACQUISITION .

R	A	B	C	D
U				
L	If the documents are			
E	or pertain to	consisting of	which are	then
1	communications-computer systems requirements documents (CSRD)	documents used to describe the required capability, justify the need, and serve as the validation and approval documents for the need	at operating activity	destroy 1 year after requirement has been decommissioned.
2				destroy 6 months after completion and acceptance of the installation or project is cancelled (test specifications, test results, and other records, performance data accumulated by organizations having responsibility for analysis of test and performance will be destroyed when no longer needed) or when no longer necessary, whichever is later.
3		disapproved programming documents and related documentation		destroy 1 year after disapproval.
4		cancelled programming documents and related documents		destroy 1 year after cancellation.
5		documents relating to communications service leasing		use appropriate rules in table 700-4.
6		documents relating to requirements for only software development or changes		use appropriate rules in table 700-19.
7		documents relating to telephone credit or calling cards		use appropriate rules in table 700-9.
8	CAP (Communications-Electronic Authorization Program)	workbooks		destroy 4 months after the date of document. Hold magnetic tapes for a minimum of 6 months after the "as of" date
9		administrative changes (transcript sheets, PCAM cards, and PCAM listings)		destroy 4 months from date of record or when no longer needed, whichever is later.

TABLE 700-3--Continued.

R	A	B	C	D
U				
L	If the documents are			
E	or pertain to	consisting of	which are	then
10	program status reports	controlled and uncontrolled reports related to a specific program or several programs		destroy upon completion of program or when superseded, whichever is sooner.
11	equipment lists, and technical publications (see note 1)	standard facility lists, standard installation instruc- tions, technical publications with supporting documents	at OPR	destroy after facility removal or system termination.
12			at other than OPR	destroy when superseded or rescinded, or when no longer needed.
13	automation equip- ment title transfer	letter of agreement between automation equipment vendor and AF activity, indicating trans- fer of title of an item of government-owned automated equipment for a like item of contractor-owned automated equipment		destroy ^{5 years} after facility removal or system termination.
14	hardware selection	specifications for hardware, software, and vendor support capabilities		destroy 2 years after specific configuration of equipment is discontinued.
15	concepts of opera- tions, engineering, logistics, and maintenance	broad outlines of how system will be used and how logistics and maintenance support will be provided after commissioning and deployment		use table 700-5, rule 10.

NOTE:

1. Use table 8-1 for technical orders.