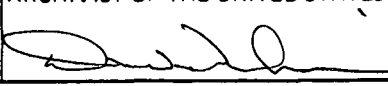


REQUEST FOR RECORDS DISPOSITION AUTHORITY <i>(See Instructions on reverse)</i>		LEAVE BLANK.	
		JOB NO	W1-AFU-88-19
TO GENERAL SERVICES ADMINISTRATION NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408		DATE RECEIVED	2/25/88
1 FROM (Agency or establishment) DEPARTMENT OF THE AIR FORCE		NOTIFICATION 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disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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 2/29/89	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 7 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 FEB 16 1988	C SIGNATURE OF AGENCY REPRESENTATIVE 	D TITLE GRACE T. ROWE Chief, Records Management Policy Section Directorate Information Mgt & Administration
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7 ITEM NO	8 DESCRIPTION OF ITEM <i>(With Inclusive Dates or Retention Periods)</i>	9 CRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN <i>(NARS USE ONLY)</i>
	PROJECT IMPLEMENTATION (TABLE 700-5) (Applicable Air Force-wide)		
	The functions of communications - computer systems have merged. The resulting consolidation of the 100- and 300-series directives requires revision of Tables in AFR 12-50, Volume II.		
1.	Rules 1 and 2 are an incorporation of Transferred Tables 100-3, Rule 1 and 300-1, Rule 43. Column A changes to update language.		
2.	Rule 3 is Rule 2 and Rule 4 is Rule 2.1 of transferred Table 100-3. There is a minor change in Column D of Rule 4.		
3.	Rule 5 is Rule 3 of Table 100-3. Columns A, B and D update language, i.e., change of "C-E schemes" to "project".		
4.	Rule 6 is Rule 4 of Table 100-3. There is a minor change in Column C. Disposition changes.		
5.	Rules 7-13 are Rules 4.1-10, Table 100-3.		
6.	Rule 14 is Rule 11, Table 100-3. Column A updates language. Column C changes. Disposition is changes to "destroy when no longer needed."		
7.	Rule 15 is Rule 13, Table 100-3. Disposition changes to "destroy after facility removal or system termination."		

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 16 is from Table 100-3, Rule 11. Disposition changes to "destroy when no longer needed."		
9.	Rule 17 is Rule 15, Table 100-3. Column A updates language. Column C changes. Disposition changes to "destroy after facility removal or systems termination."		
10	Rule 18 is Rule 17, Table 100-3. Disposition changes to "destroy when no longer needed."		
11.	Rule 19 is part of Rule 15, Table 100-3. Column C changes. Column D has minor change.		
12.	Rule 20 is a new rule and is self explanatory.		
13.	Rule 21 is Rule 17, Table 100-3 with change in disposition to "destroy when no longer needed."		
14.	Rule 22 is Rule 4, Table 300-1. Rule 23 is Rule 5, Table 300-1.		
15.	Rule 24 is Rule 5.1, Table 300-1 and Rule 25 is Rule 5.2, Table 300-1. Disposition changes to "destroy when no longer needed."		
16.	Rule 26 is new rule. It is self explanatory.		

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TABLE 700-5 .

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PROJECT IMPLEMENTATION .

R	A	B	C	D
U				
L	. If the documents are .			
E	. or pertain to	. consisting of	. which are	. then
1	. facility documenta- tion.	. documents showing what, where, . and how equipment is installed . or planned to be installed, . including installation records/ . drawings, program documents, . interim records, and base . records, and also includes, as . appropriate, one copy of program . maintenance manual, system . specifications, functional . description, requirements . document, data base specifica- . tions, program specifications, . test and implementation plan . test analysis report, operations . implementation/conversion docu- . mentation, computer operation . manual, operations one-time . documentation, user implementa- . tion/conversion documentation, . user manual, user one-time . documentation, development cen- . ter user documentation, prepared . in support of each phase within . the life cycle of the ADS and . are a part of the project folder . that provides ADS background . information to the development . center responsible for the sys- . tem (see note 1)	. at the facility operating . activity	. If the system is being trans- . ferred to another AF facility . to accomplish the same func- . tions, send pertinent document . tion to the gaining activity . and destroy the remaining . documentation. Destroy indivi- . dual records when they are superseded . or obsolete.
2				. If the system is being trans- . ferred from AF jurisdiction . due to decommissioning or being . declared excess, send all . vendor-provided documentation . and equipment maintenance . records to the gaining activi- . ty and destroy the remaining . documentation. Destroy indivi- . dual records when they are superseded . or obsolete.

TABLE 700-5--Continued.

R U L E	A	B	C	D
3	If the documents are or pertain to	consisting of	which are	then
3				destroy when superseded or obsolete or when no longer needed.
4		master copies of site-adapted communications drawing records for AF bases/sites and miscellaneous related documents	at AFCC Division headquarters which have engineering/installation responsibility	file after completion of project and destroy miscellaneous documents when superseded or obsolete. Master copies of site-adapted drawing records for inactive bases/sites will be sent to acquiring activity at the time of release from caretaker status.
5	project file	a formatted engineering and installation plan that provides installation standards, objectives, and performance predictions; a detailed resume of support construction; a listing of materials (including major and minor items of equipment and hardware); engineering drawings; a narrative explanation of installation procedures; and test guidance for the installation team.		destroy original (master) project file 2 years after program completion or cancellation
6			copies at facility operating location	destroy after completion of the program or cancellation, whichever is later.
7			base wire cable projects at facility operating location which is serviced by commercial telephone company	destroy 1 year after final billing.
8			at supply activities	see table 67-2
9			at all other activities	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).

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 TABLE 700-5--Continued.

R	A	B	C	D
U				
L	If the documents are			
E	or pertain to	consisting of	which are	then
10	program engineering files	documentation relating to the performance of systems and scheme engineering that are not included in the formal scheme package, such as survey reports; studies comparing present and proposed systems; evaluation of alternative sites or methods; systems analysis; cost analyses, design plans, calculations, and predictions of facility/system performance; logs and other recordings of measured parameters; progress reports; management actions; cancellation notices; requests for technical and site data; and other source material	at organizations having program engineering responsibilities	destroy 2 years after program completion or cancellation of the system or project.
11	contract services funding	fund forecast reports		destroy after 1 year.
12		approved individual fund requests and related documentation		destroy 2 years after acceptance of the installation
13		disapproved individual fund documentation		destroy after 1 year.
14	Communications-Computer Systems Program Plan (CSPP) (Including Test and Evaluation Master Plan)	a coordinated schedule of implementation actions in the areas of engineering and installation, manpower, allied support construction, and logistics support	at HQ USAF and MAJCOMs	destroy when no longer needed.

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 TABLE 700-5--Continued.

R	A	B	C	D
U			
L	If the documents are			
E	or pertain to	consisting of	which are	then
15	.	.	at facility operating activities and base communications-computer systems offices	destroy after facility removal or system termination.
16	.	.	at other support activities	destroy when no longer needed.
17	Implementation directives	Communications-Computer Systems Directives (CSD) and related material to provide directional guidance for the implementation of approved CSRDS	at base communications-computer systems offices where implementation will take place	destroy after facility removal or system termination.
18	.	.	at all other activities	destroy when no longer needed.
19	.	Program Management Directives (PMD) and related material to provide direction and guidance for the implementation of approved CSRDS	at HQ USAF and MAJCOM P11 levels	hold with associated program documents and destroy when no longer needed.
20	.	.	at implementation locations	destroy after facility removal or system termination.
21	.	.	at all other activities	destroy when no longer needed.
22	system tests	master input add/delete cards; unique program object decks; program status cards; problem status cards; file update cards; scheduling cards required to process a total integrated environmental system test (EST) and track problems encountered; computer listings and reports used for testing purposes and analysis for accuracy of processing; test input cards and purpose cards required to accomplish ESTs and special tests.	an approved system	destroy 1 year after discontinuance of the system.
23	.	.	a disapproved proposed system	destroy 1 year after final action.

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 TABLE 700-5--Continued.

R	A	B	C	D
U			
L	. If the documents are .			
E	. or pertain to	. consisting of	. which are	. then
24	.	. Difficulty Reports (DIREP)	. Invalid	. destroy when no longer needed.
	.	. (AF Form 1815), incident reports,	.	.
	.	. system deficiency or discrepancy .	.	.
	.	. reports, and supporting documents.	.	.
25	.	. Form 1815), incident reports,	. valid reports which con-	.
	.	. system deficiency or discrep-	. stitute a systems	.
	.	. ancy reports, and supporting	. deficiency notification	.
	.	. documents	.	.
26	.	.	. for vendor-supplied	. destroy when obsolete or no
	.	.	. software systems/	. longer needed.
	.	.	. routines	.

NOTE:

1. Documentation described here should not include documentation covered by other tables and rules (record sets of publications, record copy of data automation requirement).