

**REQUEST AUTHORITY  
TO DISPOSE OF RECORDS**

*(See Instructions on Reverse)*

*litmus*  
TO: *Air Force Comd.* GENERAL SERVICES ADMINISTRATION,  
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, D.C. 20408

LEAVE BLANK	
DATE RECEIVED <b>MAY 30 1974</b>	JOB NO. <b>NC 174-249</b>
NOTIFICATION TO AGENCY	
In accordance with the provisions of 44 U.S.C. 3303a the disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "with-drawn" in column 10.	
Date <i>6-21-74</i> <i>James P. O'hail</i> Archivist of the United States	

1. FROM (AGENCY OR ESTABLISHMENT)  
DEPARTMENT OF THE AIR FORCE
2. MAJOR SUBDIVISION  
Directorate of Administration
3. MINOR SUBDIVISION  
Documentation Systems Division
4. NAME OF PERSON WITH WHOM TO CONFER  
Mr. K. J. Bilek
5. TEL. EXT.  
11-29209
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 1 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified.

**HERBERT G. GEIGER, Chief**  
Documentation Systems Division  
Directorate of Administration

**24 MAY 1974**

*Herbert G. Geiger*

(Date)

(Signature of Agency Representative)

(Title)

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
1	<p align="center">DATA AUTOMATION RECORDS (300-1) (Applicable Air Force-wide)</p> <p>See attached table 300-1, rule 8 which provides disposition instructions at the data processing installation level for specific data systems records. Disposition for other levels of organization in the Air Force are covered in the present table. The recommended retention period will adequately serve all administrative and legal purposes of the Air Force. Records are identified in General Records Schedule No. 20, Part II, Rule 2. The disposition does not meet the Air Force requirements.</p>	DLT 300-1, Rule 8	

TABLE 300-1 (Continued)

R U L E	A  If documents are or pertain to	B  consisting of	C  which are	D  then
8 *	specific data systems records	requests for establishment of a data system; authorizing directives; detailed studies which reflect comparison of present & proposed systems; cost analysis; equipment requirements; tangible benefits; expected savings; priority schedules; system specifications; logic charts; test runs; design plans and equipment resources	<del>at a data processing installation</del> <i>an approved system at a data processing installation</i>	<del>destroy when system is discontinued.</del> <i>destroy 1 year after discontinuance.</i>
9 *			<i>a disapproved prepared system at a data processing installation</i>	<i>destroy 5 years after disapproved</i>

*Above changes made with approval  
H. K. J. Bell - 6/4/74 P.L.*