

**REQUEST AUTHORITY
TO DISPOSE OF RECORDS**

(See Instructions on Reverse)

Witness
TO: **GENERAL SERVICES ADMINISTRATION,
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, D.C. 20408**

Air Force Cmd.

LEAVE BLANK	
DATE RECEIVED MAY 30 1974	JOB NO. NC 174-249
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	

- FROM (AGENCY OR ESTABLISHMENT)
DEPARTMENT OF THE AIR FORCE
- MAJOR SUBDIVISION
Directorate of Administration
- MINOR SUBDIVISION
Documentation Systems Division
- NAME OF PERSON WITH WHOM TO CONFER
Mr. K. J. Bilek
- TEL. EXT.
11-29209
- 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 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	at a data processing installation <i>an approved system at a data processing installation</i>	destroy when system is discontinued. <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.*

300. Data Automation. This table covers documentation relating to objectives, concepts, policies, and plans providing guidance on the overall aspects of data automation, and includes plans and procedures for coordinating and integrating (to the extent necessary) the data needs and systems design of management supporting systems and operational supporting systems. It excludes those matters relating to data systems, statistics, and equipment covered in table 171-1, and AF/weapons/support/control systems covered in the 375 series tables.

TABLE 300-1					
DATA AUTOMATION RECORDS					
R U L E	A	B	C	D	Supersedes AFM 181-5, 1 Dec 66, paragraph
	If documents are or pertain to	consisting of	which are	then	
1	data elements and related features	data elements and codes, requests and justification for approval, supporting documents associated with all standardization programs for all data systems	approved requests at HQ USAF and maintained as publications background material	see table 5-1, note 2.	160210a(1)
2			approved requests at MAJCOMs and below	destroy 2 years after cutoff, or on publication of the data element and related features, whichever is sooner.	160210a(2)
3			disapproved requests	destroy 1 year after cutoff.	160210b
4	planning documents	master plan, with associated charts and drawings, supporting data (such as correspondence, studies, reports, and any other data that reflect on the characteristics of the data automation activity)	graphic, narrative, and tabular information relating to the present and/or planned ADP composition and/or requirements of the data automation activity and maintained at HQ USAF and MAJCOMs	* retire as permanent 1 year after documents are superseded.	new

10-631

Part II. Documentation Required for Servicing Machine Readable Records

Documentation covering the organized series of descriptive documents relating to all aspects of system development and operation. These include system planning documents, ADP systems specifications, application program manuals, systems operating instructions, and various management aids.

File designation	Consisting of	Which are	Then
1	documents containing definition of the system including the system objectives, request for the system, authorizing directives, source data, detailed studies reflecting advantages and disadvantages of alternate solutions, equipment requirements, tangible benefits, output requirements, and schedule for completion	at departmental level headquarters	disposal not authorized by this schedule. review after 5 years.
2		supplementary files at ADP unit level	dispose of 5 years after final action.
3	system test specifications, test runs, machine listings of test data, and test results	an approved system	dispose of 1 year after discontinuance of the system.
4		a disapproved proposed system	dispose of 1 year after final action.
5	documents containing operating procedures for implementation of a specific data system, including policies, instructions, details of computer technique, logic charts, and input/output document flow data	for systems for which related magnetic tape data is authorized for blanking	dispose of at time final magnetic tape records produced by system have been blanked.
6		for systems for which the related magnetic tape data is not authorized for blanking	retain with the related magnetic tape. ✓
7	narrative description of the source and functional characteristics of the file(s), a definition of the content of each record in terms of the relative position name, length, and type of each data element in a field (run layout) explanation of the coding system and a cross reference code manual of every code used together with all their values	for systems for which the related magnetic tape data is authorized for blanking	dispose of at time final magnetic tape records produced by system have been blanked.
8		for systems for which the related magnetic tape data is not authorized for blanking	retain with the related magnetic tape. ✓