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

7. ITEM NO.

8. DESCRIPTION OF ITEM
(With Inclusive Dates or Retention Periods)

DATA AUTOMATION RECORDS (300-1)
(Applicable Air Force-wide)

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.

9. SAMPLE OR JOB NO.

DLT 300-1, Rule 8
<table>
<thead>
<tr>
<th>RULE</th>
<th>A</th>
<th>B</th>
<th>C</th>
<th>D</th>
</tr>
</thead>
<tbody>
<tr>
<td>8</td>
<td>specific data systems records</td>
<td>requests for establishment of a data system; authorizing directives; detailed studies which reflect comparison of present &amp; proposed systems; cost analysis; equipment requirements; tangible benefits; expected savings; priority schedules; system specifications; logic charts; test runs; design plans and equipment resources</td>
<td>at-a-data-processing-installation</td>
<td>destroy when system is discontinued</td>
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<tr>
<td></td>
<td></td>
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<td>destroy 1 year after discontinuance</td>
</tr>
</tbody>
</table>

Above changes made with approval of R. V. Bell - 6/1/74 P.L.