

**REQUEST FOR AUTHORITY  
TO DISPOSE OF RECORDS**

(See Instructions on Reverse)

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

**1. FROM (AGENCY OR ESTABLISHMENT)  
DEPARTMENT OF THE AIR FORCE, HQ USAF**

**2. MAJOR SUBDIVISION  
Directorate of Administration**

**3. MINOR SUBDIVISION  
Documentation Systems Division**

**4. NAME OF PERSON WITH WHOM TO CONFER  
Mr. Neil Vandergraaf**

**5. TEL. EXT.  
767-4495**

**6. CERTIFICATE OF AGENCY REPRESENTATIVE:**

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DATE RECEIVED <b>6 APR 1978</b> <b>NC1AFU 78 30</b>	JOB NO.
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.	
<b>4-10-78</b> (Date)	<i>James B. Rhoads</i> Archivist of the United States

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 3 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified.

**28 MAR 1978**

*Herbert G. Geiger*  
(Signature of Agency Representative)

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

(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"><b>BUDGET REPORTS (T172-4) (Applicable Air Force-Wide)</b></p> <p>Attached proposed disposition recommendation is submitted to cover a specialized report pertaining to the Automated Data Processing Management Information System in support of the funding requirements included in the President's Budget. This report is currently covered by rule 4 of table 172-4, but it is proposed to cover it separately by the additional rule 5 as outlined in the attached proposal.</p> <p>The special treatment of the Automated Data Processing records has evolved due to the attention of the Office of Secretary of Defense, Office of Management and Budget, and Congress have focused, in recent years, on Automated Data Processing as a special interest item in the Air Force program and budget. The demand by Office of Secretary of Defense and Office of Management and Budget for detailed, system oriented, cost data resulted in the necessity to implement the complex report on data acquisition process. The reporting of projected cost, and the approval by reviewing agencies of the requirements they represent, leads inevitably to the need to keep the spending in balance with the approved level of funding and to track and explain deviations.</p>	<p>NN-170-33</p>	

*copy to agency 4/14/78 plus*

Item 8 (continued)

A seven-year retention period for this particular report being maintained by headquarters USAF only, is of sufficient length to satisfy Air Force requirements.

Request approval of deviation from General Schedule 5, Item 5 for this item.

TABLE 172-4

R U L E	A If documents are or pertain to	B consisting of	C which are	D then	
5	ADP Management Information System, Computer Systems Program	Budget Supporting Data: Computer System Program (CSP) - 1, Card Summaries and Master Files used to support the funding requirements included in the President's Budget	used at Hq USAF	destroy after 7 years	

Atch 1