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:

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.

28 MAR 1978
Herbert G. Geiger
Chief, Documentation Systems Division
Directorate of Administration

7. ITEM NO.

8. DESCRIPTION OF ITEM
(With Inclusive Dates or Retention Periods)
BUDGET REPORTS (T172-4)
(Applicable Air Force-Wide)

1

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.

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.

28 MAR 1978
Herbert G. Geiger
Chief, Documentation Systems Division
Directorate of Administration

9. SAMPLE OR JOB NO.
NN-170-33

10. ACTION TAKEN
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>
<thead>
<tr>
<th>Rule</th>
<th>If documents are or pertain to</th>
<th>Consisting of</th>
<th>Which are</th>
<th>Then</th>
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</thead>
<tbody>
<tr>
<td>5</td>
<td>ADP Management Information System, Computer Systems Program</td>
<td>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</td>
<td>used at Hq USAF</td>
<td>destroy after 7 years</td>
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