

**REQUEST FOR RECORDS DISPOSITION AUTHORITY**  
(See Instructions on reverse)

LEAVE BLANK	
JOB NO	NO 147-0 79 11
DATE RECEIVED	NOV 17 1978
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10	
11-21-78 <i>Date</i>	<i>James B. Woods</i> <i>Archivist of the United States</i>

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

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

2. MAJOR SUBDIVISION  
**1947 Administrative Support Group (HQ USAF)**

3. MINOR SUBDIVISION  
**Information Management and Resources Division**

4. NAME OF PERSON WITH WHOM TO CONFER  
**Preston B. Speed**

5. TEL EXT  
**767-4479**

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

**A** Request for immediate disposal.

**B** Request for disposal after a specified period of time or request for permanent retention.

C. DATE <b>13 NOV 1978</b>	D. SIGNATURE OF AGENCY REPRESENTATIVE <i>Herbert G. Geiger</i>	E. TITLE <b>HERBERT G. GEIGER, Chief Information Mgt and Resource Div</b>
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7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	<p align="center"><b>UNSOLICITED PROPOSALS (Tables 80-1 and 80-5) (Applicable Air Force-wide)</b></p> <p>The purpose of this submission is to revise disposal authorities for unsolicited proposals received by Air Force research and development activities. Rejected unsolicited proposals related to research and development planning and programming are currently scheduled for destruction after five years (Table 80-1, Rule 17); similar documents related to operational tests and evaluation are scheduled for destruction after three years (Table 80-5, Rule 14). Our request proposes destruction of both series after six months.</p> <p>Surveys show there is little reference to these documents after their initial evaluation and that our proposed criteria will satisfy our current requirements.</p>	<p>NN 170-33</p>	

*sent to Agency 11-24-78 mgj*

*Items*

TABLE 80-1

R & D PLANNING AND PROGRAMMING RECORDS

R U L E	A	B	C	D
	If documents are or pertain to	consisting of	which are	then
17	unsolicited proposals	unsolicited articles, disclosures, and voluntary proposals, and their evaluations (see table 110-2, rule 3 for invention disclosures)	rejected proposals and evaluations	destroy after 6 months.

TABLE 80-5

## OPERATIONAL TEST AND EVALUATION (OT &amp;E) RECORDS

R U L E	A	B	C	D
	if documents are or pertain to	consisting of	which are	then
14	unsolicited proposals	unsolicited articles, disclosures, voluntary proposals and their evaluations (see table 110-2 for invention disclosures)	rejected proposals and evaluations	destroy after 6 months.