

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

Rec. 11/22/78

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| JOB NO NC1-AFU-79 14 |
| DATE RECEIVED 28 NOV 1978 |
| NOTIFICATION TO AGENCY |
| <small>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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10</small> |
| <i>12-1-78</i> Date <i>James B. Rhoads</i> Archivist of the United States |

**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
Mr K. J. Bilek

5. TEL. EXT.
767-4496

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 2 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 17 NOV 1978 | D. SIGNATURE OF AGENCY REPRESENTATIVE <i>Herbert G. Geiger</i> | E. TITLE HERBERT G. GEIGER, Chief Information Mgt and Resource Div |
|-------------------------------|---|--|

| 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 PROGRAM RECORDS (300-1) (Applicable Air Force-wide)</p> <p>See attached table 300-1, rules 27, 27.1, 38, 39, and 39.1 which updates the retention and eliminates repetition in storage of the same documents. It also provides two new rules for identifying additional levels of organization maintaining ADPE utilization, maintenance and accountability documents. The new and revised retention periods will adequately serve all Air Force requirements.</p> | | |

sent to Agency 12-5-78 5.1 Times mjs

TABLE 300-1 (Continued)

| R U L E | A If documents are or pertain to | B consisting of | C which are | D then |
|------------------|--|---|---|--|
| 27 | ADPE utilization and maintenance | forms or cards that equipment operators complete relative to machine use, nonuse, or maintenance | ★ at data processing installations | ★ destroy after 1 year. |
| 27.1 ★ | | | at other than data processing installations | destroy after 3 years. |
| 38 | ADPE accountability | ★ ADP Equipment Inventory Report (RCS: HAF-ACD (M) 7104) | ★ monthly listings at data processing installations | ★ destroy after preparation of next report or when no longer needed. |
| 39 | | ★ related documents (AF Form 782, Equipment Order and DD Form 1155, Delivery Order) | ★ at other than data processing installations | ★ destroy after 2 years following the date on which the equipment is discontinued. |
| 39.1 ★ | | ADP Equipment Inventory Report (RCS: HAF-ACD(M) 7104) and related documents concerning the management of ADPE Equipment (Equipment Custodians, Accountability Certification, Maintenance Agreement, etc.) | | destroy when no longer needed. |