REQUEST FOR RECORDS DISPOSITION AUTHORITY
(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

2 MAJOR SUBDIVISION
1947 Administrative Support Group (HQ USAF)

3 MINOR SUBDIVISION
Information Management and Resource Division

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

5 TEL. EXT
694-3494

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 D SIGNATURE OF AGENCY REPRESENTATIVE E TITLE
11 SFP 1980 HERBERT G. GEIGER, Chief
Information Mgt and Resource Div

7 ITEM NO 8 DESCRIPTION OF ITEM
(With Inclusive Dates or Retention Periods)

OPERATIONAL REQUIREMENTS RECORDS
(Table 57-1) (Applicable Air Force-wide)

The purpose of this submission is to revise the disposal authority for requirements computation records. The records are used in determining equipment requirements for Air Force programs. The acronym CSIS stands for Central Secondary Item Stratification.

The standard shown on the attached decision logic table will satisfy our current requirements.
<table>
<thead>
<tr>
<th>R</th>
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</thead>
<tbody>
<tr>
<td></td>
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<td>2</td>
<td>requirements computation records</td>
<td>ADP system requirements computation printout, factor printout, consolidated assets and requirements application and number past program, item past program, application number future program, item future program, CSIS detail, and CSIS summaries</td>
<td>for recoverable (XD) consumption type items</td>
<td>destroy after 2 years (8 quarterly cycles).</td>
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</tbody>
</table>

TABLE 57-1
OPERATIONAL REQUIREMENTS RECORDS