

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

Wallace 4/14/82

LEAVE BLANK

JOB NO.

NCI-AFU-82-44

DATE RECEIVED

April 14, 1982

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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10.

4-20-82
Date

Robert M. Wallace
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
Directorate of Administration, HQ USAF

3. MINOR SUBDIVISION
Documentation Management

4. NAME OF PERSON WITH WHOM TO CONFER

Mr. R. P. Dwyer

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

8 APR 1982

D. SIGNATURE OF AGENCY REPRESENTATIVE

James E. Dagwell

E. TITLE

JAMES E. DAGWELL
Documentation Management Branch
Information Mgmt and Resources Div

7. ITEM NO.

1

8. DESCRIPTION OF ITEM
(With Inclusive Dates or Retention Periods)

**AUTOMATED DATA PROCESSING SYSTEMS (ADPS)
SECURITY RECORDS (Table 300-5)
(Applicable Air Force-wide)**

Rule 13. Added to cover registers of personnel requiring access in ADPS restricted or controlled areas. The one year disposition is necessary to meet Joint Chiefs of Staff requirements.

9. SAMPLE OR JOB NO.

GRS 18
Item 18
(documentation)

10. ACTION TAKEN

*No Max Data Change Required
Closed Out: 4/26/82 - JED
Copy to Agency & Wallace*

TABLE 300-5

AUTOMATED DATA PROCESSING SYSTEMS (ADPS) SECURITY

R U L E	A	B	C	D
	If documents are or pertain to	consisting of	which are	then
13	ADPS entry control	registers of personnel requiring access in ADPS restricted or controlled areas	at ADPS facilities and MAJCOMS/SOAs	destroy after 1 year.