

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

Wallace

LEAVE BLANK	
JOB NO.	NCL-AFU-83-10
DATE RECEIVED	10-05-82
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10.	
<i>1/25/83</i> <i>Dupe</i>	<i>[Signature]</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
Directorate of Administration, HQ USAF

3. MINOR SUBDIVISION
Documentation Management

4. NAME OF PERSON WITH WHOM TO CONFER

5. TEL. EXT.

Mr. D. F. Shuell

43527

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 30 SEP 1982	D. SIGNATURE OF AGENCY REPRESENTATIVE <i>James E. Dagwell</i>	E. NAME OF AGENCY REPRESENTATIVE JAMES E. DAGWELL Chief, Documentation Management Directorate of Administration
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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">MANAGEMENT OF CONTRACTOR DATA (Table 310-1) (Applicable Air Force-wide)</p> <p>The purpose of this submission is to ^{schedule} delete rules 3 and 4 of table 310-1, and change the disposition standard in rule 5. ^{modify rule}</p> <p>Rules 3 and 4 are applicable to the Command Contractor Data Management Review Board. The functions of this board have been assumed by the DOD clearance Officer and the Board no longer exists. Any documentation retained in the Records Centers may be destroyed. No all delete these rules from AFM 12-56.</p> <p>Rule 5: These are duplicate copies. The originals are retired with the appropriate program. These documents are retained by the MAJCOMs as reference and should be destroyed when no longer needed. Request the 10 cubic feet of these records located at the Los Angeles Records Center be returned to the retiring activity for disposition.</p> <p>The proposed table will meet the needs of the Air Force. <i>[Amended by R. Klue per D. Shuell, 10/13/82]</i></p>		<i>4 items</i>

115-107 *Mass data change sheet required. Copy of job to NNM by FAW, 1/26/83.*

TABLE 310-1

MANAGEMENT OF CONTRACTOR DATA

R U L E	A	B	C	D
	If documents are or pertain to	consisting of	which are	then
1	data item descriptions (DID)	a case file on each standard modified or unique (U) data item containing data item description form justification for approval of and related correspondence used to control and standardize data item requirements levied on contractors	maintained by MAJCOM Data Management Office, intermediate data management offices and Program Data Management Officer	destroy 1 year after completion of the contract. N/C
1.1		a case file on each R&D data item	maintained by intermediate data management offices and Program Data Management Officer	destroy on completion of the related contract. N/C
2	requirement for data to be acquired from industry and DOD agencies under terms of a contract	data calls, proposed data lists, local and higher headquarters data reviews, quality assurance inspections, and surveillance actions	maintained by the Program Data Management Officer to identify and validate data requirements on each contract related to his program	destroy on completion of the program. N/C
3	command contractor data management review board	minutes, findings, actions, recommendations	maintained by the HQ AFSC Co-Chairman	* See Note 1.
4			member's copies	* destroy immediately.
5	data management program, policy and evaluation	studies, analysis, reviews of effectiveness of data management, and command policies and procedures developed as a result of these studies, analysis and reviews	maintained by MAJCOM Data Management Office	* destroy when no longer needed (Note 2).
6			copies other than at MAJCOM Data Management Office	

Note 1. Transfer Rule 3 documents located in CFA to the DOD clearance officer as successor in function to the Board. All Rule 3 documents already stored in Federal records centers are authorized for immediate disposal.

Note 2. Documents are not authorized for retirement to Federal records centers. Any documents already stored there should be returned to the retiring activity for appropriate disposal.

(Job amended by R. Wire per D. Shuell, Oct. 13, 1982)

10-632