

Wallace

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
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

LEAVE BLANK

JOB NO.

NCI-AFU-83-27

DATE RECEIVED

11/3/82

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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10.

5-20-83
Date

D. M. W.
Archivist of the United States

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: **26 OCT 1982**
D. SIGNATURE OF AGENCY REPRESENTATIVE: *James E. Dagwell*
E. TITLE: **JAMES E. DAGWELL**
Chief, Documentation Management
Directorate of Administration

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
1	<p>DATA AUTOMATION PROGRAM RECORDS (Table 300-1) (Applicable Air Force-wide)</p> <p>Air Force proposes changes to Table 300-1, as follows:</p> <p>Rule 13. Permanent retirement of data elements and codes standardization approved requests is no longer applicable. These documents are not considered as part of the publication's background materials. They are only used when researching new requests, changes or resolving problems and should be disposed of soon after the data element or code is no longer in use. This rule now includes Rules 16 and 17 documents.</p> <p>Rule 16. Permanent retirement of DOD data elements and code standardization documents is no longer applicable, for same reasons stated in Rule 13. Rule is changed to reflect that these documents are now covered in Rule 13.</p> <p>Rule 17. These documents are now covered in Rule 13.</p>	NC-AFU-75-9	

No mass data change sheet required. Copy of job sent to NNM by RAW, 5/23/83.

2 items

Agency sent out by DMW on 6/1/83.

TABLE 300-1

DATA AUTOMATION PROGRAM RECORDS

R U L E	A	B	C	D
	If documents are or pertain to	consisting of	which are	then
13	data elements and codes standardization	*AF Forms 247 and supporting documents associated with all data standardization programs for ADS/ADPS, DD Forms 1625 and supporting documents on DOD standard data elements and codes, other Federal or national agencies standardization requests and justification for data systems	*approved requests at AFDSDC and approved requests for unique codes at MAJCOMS/SOAs which are maintained as background/research material	*destroy 3 years after data element or code is cancelled/ terminated.
14			no change	no change
15			no change	no change
16		DD Forms 1625 and supporting documents on DOD standard data elements and codes	* (delete)	*see Rule 13.
17	(RESERVED)			