

REQUEST FOR RECORDS DISPOSITION AUTHORITY  
(See Instructions on reverse)

aviso 01

TO GENERAL SERVICES ADMINISTRATION,  
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408

LEAVE BLANK
JOB NO <b>NCI-AFU-84-24</b>
DATE RECEIVED <b>3/2/84</b>
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the disposal request, including amendments is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10
Date _____ Archivist of the United States _____

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 4 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 <b>28 FEB 1984</b>	D. SIGNATURE OF AGENCY REPRESENTATIVE <i>Grace T. Rowe</i>	E. TITLE <b>GRACE T. ROWE Documentation Management Branch</b>
-------------------------------	---------------------------------------------------------------	----------------------------------------------------------------------

7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10. ACTION TAKEN
	<b>DATA AUTOMATION PROGRAM RECORDS (Table 300-1) (Applicable Air Force-wide)</b>		
1	Rules 5.1 and 5.2. Description of systems tests documents is expanded. Dispositions are changed, as current 6 months and 1 year dispositions are too short. Current requirements determine that we need flexibility for destroying these documents.	NCI-AFU-77-97	
2	Rule 5.3. Added, to dispose of systems test reports for vendor supplied software systems/routines. We need flexibility for destroying these documents.		
3	Rule 44. Added, to dispose of system acquisition programs documents at Program Management Offices. We must keep these documents 20 years after operational certification for analysis and reference purposes, or later until the end of system economic life cycle.		
4	Rules 45-48. Added, to dispose of UNIVAC (U1050-II) program releases. Dispositions are short, but realistic to the needs of Air Force Data Systems Design Center (AFDSDC).		
5	Rules 49-52. Added, to dispose of Third Party Quality		

Request for Records Disposition Authority--Continuation		JOB NO	PAGE OF
7. ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 SAMPLE OR JOB NO	10. ACTION TAKEN
	Control program testing data. Dispositions are flexible, as these documents are needed for tracking problems, analyzing processing accuracy, and accomplishing tests.		

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
5.1	system tests	*Difficulty Reports (DIREPs) (AF Form 1815), incident reports, system deficiency or discrepancy reports, and supporting documents	invalid	*destroy when no longer needed.
5.2			valid reports which constitute a systems deficiency notification	
5.3 *			for vendor supplied software systems/ routines	destroy when obsolete or no longer needed.
44 *	system acquisition programs	documents defining the system and its objectives, requests to establish the ADS or ADPS, authorizing directives, studies comparing present and proposed systems, cost analyses, ADPE requirements, tangible benefits, expected savings, priority schedules, design plans, and equipment resources	at Program Management Office	destroy 20 years after operational certification or at end of system economic life cycle, whichever is later.
45 *	UNIVAC (U1050-II) program releases	1050-II Program Release (AF Form 2010) and implementation/ conversion procedures	at Air Force Data Systems Design Center (AFDSDC)	destroy after 2 years.
46 *		emergency message releases		destroy after 1 year.
47 *		emergency card releases by AUTODIN		destroy after 2 months.

TABLE 300-1 (Continued)				
R U L E	A	B	C	D
	If documents are or pertain to	consisting of	which are	then
48 *		program assembly listing cards for creation of release tapes		destroy after 3 months.
49 *	Third Party Quality Control program testing	master input add/delete cards, unique program object decks, program status cards, problem status cards, file update cards, scheduling cards required to process a total integrated environmental system test (EST) and track problems encountered		destroy when superseded.
50 *		computer listings and reports used for testing purposes and analysis for accuracy of processing		destroy when no longer needed for analysis.
51 *		test input cards and purpose cards required to accomplish ESTs and special tests		destroy when superseded.
52 *		AF Forms 2010 used for audit trails		destroy when no longer needed.
	AUTODIN: Automatic Digital Network			