

NR 55100

REQUEST FOR RECORDS DISPOSITION AUTHORITY <i>(See Instructions on reverse)</i>		LEAVE BLANK	
TO: GENERAL SERVICES ADMINISTRATION NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408		JOB NO. <i>NCI-AFU-85-8</i>	DATE RECEIVED <i>12-18-84</i>
1. FROM (Agency or establishment) DEPARTMENT OF THE AIR FORCE		NOTIFICATION TO AGENCY	
2. MAJOR SUBDIVISION Directorate of Administration, HQ USAF		In accordance with the provisions of 44 U.S.C. 3303a the disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10. If no records are proposed for disposal, the signature of the Archivist is not required.	
3. MINOR SUBDIVISION Records Management Branch		ARCHIVIST OF THE UNITED STATES	
4. NAME OF PERSON WITH WHOM TO CONFER Ms L. Sienuta	5. TELEPHONE EXT. 694-3527	DATE <i>12-21-84</i>	<i>Robert Mar</i>
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; and that written concurrence from the General Accounting Office, if required under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies, is attached.

A. GAO concurrence: is attached; or is unnecessary.

B. DATE 14 DEC 1984	C. SIGNATURE OF AGENCY REPRESENTATIVE <i>Grace T Rowe</i>	D. TITLE GRACE T. ROWE Records Management Branch	
7. ITEM NO. 1	8. DESCRIPTION OF ITEM <i>(With Inclusive Dates or Retention Periods)</i> MISSILE SYSTEM RECORDS (Table 60-4) Request approval to change Rule 3.1, column D, to: destroy 6 months after monthly cutoff, from: destroy 1 year after superseded or replaced. This change is needed to alleviate a condition of excessive inactive records being maintained beyond working requirements. <i>No mass data change sheet required. Copy of job sent to agency by RAW on 12-27-84.</i>	9. GRS OR SUPERSEDED JOB CITATION NCI-AFU-82-74 8 Oct 82 item 1 (rule 3)	10. ACTION TAKEN <i>(NARS USE ONLY)</i> 2 items

TABLE 60-4

MISSILE SYSTEM RECORDS

R U L E	A If the documents are or pertain to	B consisting of	C which are	D then
3	ICBM code/targeting system	Unit Master Records (UMR), Verify Word/CMSC/Launch Switch Key Verification; Command Data Buffer (CDB) targeting materials; and SAC forms: code component hand receipt, and ALCS code material receipt		destroy when superseded or no longer needed.
3.1		form records not covered in rule 3		*destroy 6 months after monthly cutoff.