REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

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

DATE: 7-27-74

1. FROM (Agency or establishment)

DEPARTMENT OF THE AIR FORCE

2. MAJOR SUBDIVISION

Directorate of Administration, HQ USAF

3. MINOR SUBDIVISION

Records Management Branch

4. NAME OF PERSON WITH WHOM TO CONFER

Ms L. Sienuta

5. TELEPHONE EXT.

694-3527

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

Grace T. Rowe

D. TITLE

Records Management Branch

7. ITEM NO.

8. DESCRIPTION OF ITEM

(WITH INCLUSIVE DATES OR RETENTION PERIODS)

MISSILE SYSTEM RECORDS (Table 60-4)

Request approval to change Rule 3.1, column D, to:

1. 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 destroy 1 year after superseded or replaced.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.

9. GRS OR SUPERSEDED JOB CITATION

10. ACTION TAKEN (NARS USE ONLY)

1Cl-AFU-82-74

28 Oct 82

Item 1 (rule 3)

No mass data change sheet required. Copy of job sent to agency by RAW on 12-27-84.

2 items

STANDARD FORM 115 (REV. 8-83)
Prescribed by GSA
FPMR (41 CFR) 101-11.4
<table>
<thead>
<tr>
<th>RULE</th>
<th>A</th>
<th>B</th>
<th>C</th>
<th>D</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>If the documents are or must be</td>
<td>consisting of</td>
<td>which are</td>
<td>then</td>
</tr>
<tr>
<td>3</td>
<td>ICBM code/targeting system</td>
<td>Unit Master Records (UMR), Verify Word/CMSC/</td>
<td>destroy when</td>
<td>no longer needed.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Launch Switch Key Verification, Command Data Buffer (CDB)</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>targeting materials, and SAC forms:</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>code component hand receipt, and ALCS code material receipt</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3.1</td>
<td>Form records not covered in rule 3</td>
<td></td>
<td></td>
<td>destroy 6 months after monthly cutoff.</td>
</tr>
</tbody>
</table>

TABLE 60-4
MISSILE SYSTEM RECORDS