

INACTIVE - ALL ITEMS SUPERSEDED OR OBSOLETE

Schedule Number: NC1-AFU-81-24

All items in this schedule are inactive. Items are either obsolete or have been superseded by newer NARA approved records schedules.

Description:

In 1989, Air Force submitted N1-AFU-90-003 to cover all of their temporary items in AFR 12-50, Volume II, Disposition of Air Force Records (dated 1987) under a single job number. The items on this schedule are temporary. It is assumed that the items on this schedule were therefore superseded by N1-AFU-90-003.

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

LEAVE BLANK

JOB NO

NCI-AEU-81-24

DATE RECEIVED

January 8, 1981

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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10

8-19-81 *Herbert G. Geiger*
Date 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

1947 Administrative Support Group (HQ USAF)

3. MINOR SUBDIVISION

Information Management and Resource Division

4. NAME OF PERSON WITH WHOM TO CONFER

Preston B. Speed

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 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

D. SIGNATURE OF AGENCY REPRESENTATIVE

E. TITLE

**HERBERT G. GEIGER, Chief
Information Mgt and Resource Div**

15 DEC 1980

Herbert G. Geiger

7.
ITEM NO

8. DESCRIPTION OF ITEM
(With Inclusive Dates or Retention Periods)

9.
SAMPLE OR
JOB NO

10.
ACTION TAKEN

ADMINISTRATIVE SYSTEMS MANAGEMENT DOCUMENTS
(Table 4-1) (Applicable Air Force-wide)

The purpose of this submission is to establish disposal authorities for documents created in the analysis and development of administrative systems. The proposed standards will satisfy our current requirements.

4 Items

*Copy sent to NNM by FAW, 8/21/81
Closed Out: 8-24-81: K.P.D.*

ADMINISTRATIVE SYSTEMS MANAGEMENT DOCUMENTS

R U L E	A	B	C	D
	If documents are or pertain to	consisting of	which are	then
1	administrative system studies	approved administrative system study proposals (final report of findings)	at MAJCOM approving authorities	destroy 1 year after system terminates, or when no longer needed for reference, whichever is later.
2			at other activities	destroy when system terminates.
3		disapproved proposals	at any level	destroy 1 year after disapproval.
4		data collection material such as typing logs, time studies, interviews, ques- tionnaires, computer print- outs and related documents		destroy 3 months after approval/ disapproval of proposal, or when no longer needed, whichever is later.