

**REQUEST FOR AUTHORITY  
TO DISPOSE OF RECORDS**

(See Instructions on Reverse)

*AFU*

*3 items*

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

LEAVE BLANK	
DATE RECEIVED <b>OCT 23 1974</b>	JOB NO. <b>NC - AFU - 75 - 9</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 "with-drawn" in column 10.	
10-31-74 (Date)	<i>James E. O'Neil</i> acting Archivist of the United States

1. FROM (AGENCY OR ESTABLISHMENT)  
DEPARTMENT OF THE AIR FORCE, HQ USAF
2. MAJOR SUBDIVISION  
Directorate of Administration
3. MINOR SUBDIVISION  
Documentation Systems Division
4. NAME OF PERSON WITH WHOM TO CONFER  
Mr. K.J. Bilek
5. TEL. EXT.  
11/29209
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.

**HERBERT G. GEIGER, Chief  
Documentation Systems Division  
Directorate of Administration**

**16 OCT 1974**

*Herbert G. Geiger*  
(Signature of Agency Representative)

(Title)

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
1	DATA AUTOMATION RECORDS (300-1) (Applicable Air Force-wide)  See attached table 300-1, rules 1 through 2.1. Rules have been amended and one rule added to provide disposition instructions for all levels of organization that maintain data elements and related features. The retention periods on the on the attached table will adequately serve all administrative and legal purposes of the Air Force.	NN 170-33 DLT 300-1 Rules 1 thru 2.1	

*Copy to Agency 11/5/74*

TABLE 300-1

DATA AUTOMATION RECORDS

R U L E	A	B	C	D
	If documents are or pertain to	consisting of	which are	then
1	data elements and related features	data elements and codes, requests and justification for approval, supporting documents associated with all standardization programs for all systems	* approved requests at Hq USAF and MAJCOMs and maintained as publications background material	see Table 5-1, note 2.
2			* approved requests at MAJCOMs forwarded to higher headquarters for approval	* destroy 1 year after the discontinuance of the element/related feature.
2.1 *			requests forwarded by elements below MAJCOMs	destroy on publication of the data element and related features.