

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

Rec'd NC 7 Aug 78

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 & Resources Division

4. NAME OF PERSON WITH WHOM TO CONFER

Mr. K. J. Bilek

5. TEL. EXT

767-4496

LEAVE BLANK	
JOB NO	NC1-AFU-78 51
DATE RECEIVED	AUG 11 1978
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10	
<u>9-1-78</u> Date	<u><i>James B. Phelan</i></u> Archivist of the United States

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 1 AUG 1978	D. SIGNATURE OF AGENCY REPRESENTATIVE <i>Herbert G. Geiger</i>	E. TITLE HERBERT G. GEIGER, Chief Information Mgt and Resource Div Directorate of Administration
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7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
1	<p align="center">DATA AUTOMATION PROGRAM RECORDS (300-1) (Applicable Air Force-Wide)</p> <p>See attached table 300-1, rules 3.1 and 3.2 which describes documentation used to provide reference material necessary in performance of configuration management of proposed upgrades/changes to the Worldwide Military Command and Control System (WWMCCS) and command unique automated data systems which have WWMCCS hardware applications. The retention period will adequately serve all Air Force requirements.</p>	NC-1-AFU-77-97	

sent to Agency only 9-7-78 MGS

300. Data Automation. These tables cover documentation which relate to automatic data processing, planning, design management, procurement and operations functions governed by the 171 and 300 series of regulations and manuals.

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	
1	specific data systems planning records	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; equipment resources. (These include Data Automation Requirements (DARs), Data Processing Directives (DPDs), Data Processing Plans (DPPs) and economic analyses	implemented systems at HQ USAF, MAJCOMs and SOAs	retire as permanent when system is discontinued.	
2			supplementary files at ADP unit level	destroy 5 years after implementation date.	
3			disapproved systems	destroy 5 years after final action.	
3.1 ★				copies of documents received at AFDSDC for configuration management purposes which are required by JCS Pub 17, AFR 300-2 and AFR 300-12	maintain until ADPS is discontinued or totally redesigned (see note 2).
3.2 ★			system development notifications (SDNs) (World-wide military command and control system)		
4			system test documentation	system test specifications, test runs, machine listings of test date, and test results	an approved system
5	a disapproved proposed system	destroy 1 year after final action.			
5.1 ★	AF Forms 1815, Difficulty Report (DIREP), or similar deficiency or discrepancy report	determined invalid		destroy after 6 months.	
5.2 ★		valid reports which constitute a systems deficiency notification		destroy after 1 year.	

10-630.1

* Approved for disposal under IXI-AFU-77-97.