

**REQUEST FOR RECORDS DISPOSITION AUTHORITY**  
 (See Instructions on reverse)

11/4/80  
 LEAVE BLANK

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

JOB NO

**NCI-AFU-81-12**

DATE RECEIVED

**November 7, 1980**

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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10

**Withdrawn**

Date

Archivist of the United States

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 Resources Division

4. NAME OF PERSON WITH WHOM TO CONFER

Mrs. Grace T. Rowe

5. TEL. 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.

**A** Request for immediate disposal.

**B** Request for disposal after a specified period of time or request for permanent retention.

C. DATE

28 OCT 1980

D. SIGNATURE OF AGENCY REPRESENTATIVE

*Herbert G. Geiger*

E. TITLE

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

7. ITEM NO

1

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

DATA AUTOMATION PROGRAM DOCUMENTATION (Table 300-1)  
 (Applicable Air Force-wide)

The purpose of this submission is to change the disposition criteria for rule 11, table 300-1, from permanent to destroy 5 years after implementation/cancellation date. This change should be made because all data automation initiatives addressed in planning documents will either be transitioned to program documents or be cancelled within 5 years. If they become program documents, they will be retained permanently in accordance with table 300-1, rule 12. If the initiative is cancelled before it becomes a program, there is no need for permanent retention. The 5-year retention period will serve the administrative and reference needs for these documents. These documents consist of feasibility studies, charts, diagrams, studies, reports, and any other data that reflects on the characteristics of the data automation activity.

9. SAMPLE OR JOB NO.

NCI-AFU-79-14

10. ACTION TAKEN

*Withdrawn*

*1 Item*

*Withdrawn: 4-9-82: K.T.D.*

TABLE 300-1

R U L E	A	B	C	D	
	If documents are or pertain to	consisting of	which are	then	
11	planning documents	master plans, feasibility studies with associated charts and diagrams, and supporting data such as correspondence, studies, reports, and any other data that reflect on the characteristics of the data automation activity.	graphic, narrative, and tabular information relating to the present and/or planned ADP composition and requirements of the data automation activity and maintained at HQ USAF and MAJCOM.	destroy 5 years after implementation/cancellation date.	

With-drawn