

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

LEAVE BLANK	
JOB NO <b>NCI-AEU-81-24</b>	
DATE RECEIVED <b>January 8, 1981</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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10	
<b>8-19-81</b> <i>Date</i>	<b>[Signature]</b> <i>Archivist of the United States</i>

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 <b>15 DEC 1980</b>	D. SIGNATURE OF AGENCY REPRESENTATIVE <i>Herbert G. Geiger</i>	E. TITLE <b>HERBERT G. GEIGER, Chief Information Mgt and Resource Div</b>
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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
	<p align="center">ADMINISTRATIVE SYSTEMS MANAGEMENT DOCUMENTS (Table 4-1) (Applicable Air Force-wide)</p> <p>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.</p>		<b>4 Items</b>

*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
1 2 3 4	administrative system studies	approved administrative system study proposals (final report of findings)  disapproved proposals  data collection material such as typing logs, time studies, interviews, questionnaires, computer print-outs and related documents	at MAJCOM approving authorities  at other activities  at any level	then  destroy 1 year after system terminates, or when no longer needed for reference, whichever is later.  destroy when system terminates.  destroy 1 year after disapproval.  destroy 3 months after approval / disapproval of proposal, or when no longer needed, whichever is later.