

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

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

Directorate of Administration, HQ USAF

3 MINOR SUBDIVISION

Documentation Management

4 NAME OF PERSON WITH WHOM TO CONFER

5 TEL EXT

Mrs. Grace T. Rowe

694-3527

Date

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 4 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

14 SEP 1982

D SIGNATURE OF AGENCY REPRESENTATIVE

James E. Dagwell

E TITLE

JAMES E. DAGWELL
Chief, Documentation Management
Directorate of Administration

7 ITEM NO

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

9 SAMPLE OR JOB NO

10 ACTION TAKEN

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

1

The purpose of this submission is to request disposition authorities for rules 1, 2, 3 and 42 and for permanent appraisal of rule 12. Refer to our SF 115, 28 Oct 80, NCI-AFU-81-12 which was returned by your letter of 2 April 82.

NCI-AFU-81-12

Rules 1 and 11 have similar documentation and have been combined. The documentation may be destroyed 5 years after discontinuance of the system. Rules 1 and 3 apply to planning records for specific Automatic Data Systems (ADSs) and Automatic Data Processing Systems (ADPSs). These rules apply to ADS or similar projects as opposed to major programs as described in rule 12.

Rule 2 provides for documentation similar to that in rule 1 except that it is prepared at unit level. This documentation is normally for unique, non-standard applications. Local mini-DARS which are developed at the unit level are also included under this rule. The records in rule 2 may be destroyed 3 years after discontinuance of the system. Documentation in rule 3 is similar to documents listed above that have not been implemented,

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	<p>yet contain analytical data that will be of limited value. The records in rule 3 may be destroyed 3 years after final action.</p> <p>Rule 12 consists of plans, policies and procedures governing the establishment, implementation, management and operation of the overall Air Force data operation program. The AF directives in the 300 series have been included in this rule, however, table 5-1, rule 1 applies to record sets of publications. Rule 12 is used for retaining major program documentation that relates to high level policy/decisions affecting a major Air Force program. The documentation is filed by subject and chronologically. We estimate there is about 150 cubic feet on hand with about 170 cubic feet in WNRC. Annual accumulation is approximately 40 cubic feet. The documentation may be offered to National Archives, 25 years after operational certification of the program.</p> <p>The records in rule 42 may be destroyed after the automatic data processing equipment (ADPE) for which title was transferred has been discontinued and the Air Force has taken title.</p>		

115-203

Four copies, including original, to be submitted to the National Archives

STANDARD FORM 115-A
Revised July 1974
Prescribed by General Services
Administration
FPMR (41 CFR) 101-11.4

TABLE 300-1

R U L E	A If documents are or pertain to	B consisting of	C which are	D then
1 *	planning document (including) specific data systems planning records	documents defining the system and its objectives requests to establish the ADS or ADPS; authorizing directives; studies com- paring present and proposed systems cost analyses; ADPE requirements; tangible benefits; expected savings priority schedules; design plans; equipment resources. (These include Data Auto- mation Requirements (DARs), Data Processing Directives (DPDs), Data Processing Plans (DPPs) and economic analyses; master plans, feasibility studies with associated charts and dia- grams, and supporting data such as correspondence, studies, reports and any other data that reflect on the characteristics of the data automation activity	implemented systems at HQ USAF, MAJCOMs and SOAs	destroy 5 years after discon- tinuance of the system.
2			supplementary files at ADP unit level	* destroy 3 years after discontinuation of the system.
3			disapproved systems	* destroy 3 years after final action.
11 *	RESERVED			

TABLE

R U L E	A	B	C	D
	If documents are or pertain to	consisting of	which are	then
12	program management	development of plans, policy, and procedures governing the management and operation of the ADP Program	maintained by policy determination level	*retire as permanent (note 4);
42	ADP title transfers	letter of agreement between ADP vendor and AF activity, indicating transfer of title of an item of Government-owned ADPE for a like item of contractor-owned ADPE		destroy after the ADPE for which title was transferred has been discontinued and the Air Force has taken title (note 5).

* Note 4: Offer to National Archives 25 years after operational certification of the program.

* Note 5: Not authorized for retirement to a Federal Records Center.