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

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

**FRO M (Agency or establishment):**  
DEPARTMENT OF THE AIR FORCE

**MAJOR SUBDIVISION:**  
Directorate of Administration, HQ USAF

**MINOR SUBDIVISION:**  
Records Management Branch

**NAME OF PERSON WITH WHOM TO CONFERN:**  
Mr. R. P. Dwyer  
694-3494

**DATE RECEIVED:**  
1/22/86

**NOTIFICATION TO AGENCY:**

In accordance with the provisions of 44 U.S.C. 3303, the disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10. If no records are proposed for disposal, the signature of the Archivist is not required.

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

**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; and that written concurrence from the General Accounting Office, if required under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies, is attached.

**A. GAO concurrence:**  
☐ is attached; or ☑ is unnecessary.

**B. DATE**  
15 JAN 1986

**C. SIGNATURE OF AGENCY REPRESENTATIVE**

Grace T. Rowe

**D. TITLE**  
Records Management Branch  
Directorate of Administration

**E. DESCRIPTION OF ITEM**

<table>
<thead>
<tr>
<th>ITEM NO.</th>
<th>(With Inclusive Dates or Retention Periods)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>MANPOWER AND ORGANIZATION (Table 26-1)</td>
</tr>
<tr>
<td></td>
<td>(Applicable Air Force-wide)</td>
</tr>
<tr>
<td>Rule 26. The disposition is changed to &quot;destroy after 1 year, or when no longer needed, whichever is later,&quot; and additional records are added to the description. Manpower standards, which serve as the basis of manpower allocations, are applied/reapplied annually for all Air Force functions, and a designated number of standards are reapplied each fiscal quarter. These records are also used on a periodic basis for developing and analyzing workload trends for periods of two or more years and to investigate variations/fluctuations in workload factor counts.</td>
<td></td>
</tr>
<tr>
<td>Rule 27. The disposition is revised to change &quot;whichever is sooner&quot; to &quot;whichever is later.&quot; It is necessary to keep cost study data until an updated cost study supersedes the previous study. Normally, cost comparisons between in-house and commercial activities are updated according to a 5-year review schedule. However, schedule changes later than 5 years are sometimes made if it is in the best interest of the government. Also, because of increased requests from the Air Staff and other agencies for cost study historical data, and reviews of completed studies by GAO, Air Force Audit Agency, etc, it is often necessary to keep the studies until no longer needed.</td>
<td></td>
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</tbody>
</table>

**STANDARD FORM 115 (REV. 8-82)**  
Prescribed by GSA  
FMR (41 CFR) 101-11.4

**LEAVE BLANK**  
JOB NO.  
NI-AFU-86-25  
DATE OF AGENCY ACTION  
4-16-86  
ARCHIVIST OF THE UNITED STATES  
GRACE T. ROWE  
Records Management Branch  
Directorate of Administration
<table>
<thead>
<tr>
<th>RULE</th>
<th>A</th>
<th>B</th>
<th>C</th>
<th>D</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>If documents are or pertain to</td>
<td>consisting of</td>
<td>which are</td>
<td>then</td>
</tr>
<tr>
<td>26</td>
<td>manpower standards application and reapplication</td>
<td>annotated machine listings, standards application worksheets, coordination records, workload collection worksheets, and workload verification records/correspondence</td>
<td>(no change)</td>
<td>destroy after 1 year, or when no longer needed, whichever is later.</td>
</tr>
<tr>
<td>27</td>
<td>commercial activities cost comparison studies</td>
<td>(no change)</td>
<td>(no change)</td>
<td>destroy 5 years after study, upon completion of next study, or when no longer needed, whichever is later.</td>
</tr>
</tbody>
</table>