

REQUEST FOR RECORDS DISPOSITION AUTHORITY <i>(See Instructions on reverse)</i>		LEAVE BLANK	
TO: GENERAL SERVICES ADMINISTRATION NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408		JOB NO. NI-AFU-86-25	DATE RECEIVED 1/22/86
1. FROM (Agency or establishment) DEPARTMENT OF THE AIR FORCE		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disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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.	
2. MAJOR SUBDIVISION Directorate of Administration, HQ USAF			
3. MINOR SUBDIVISION Records Management Branch			
4. NAME OF PERSON WITH WHOM TO CONFER Mr. R. P. Dwyer	5. TELEPHONE EXT. 694-3494	DATE 4-16-86	ARCHIVIST OF THE UNITED STATES <i>[Signature]</i>
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; and that written concurrence from the General Accounting Office, if required under the provisions of Title B 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 <i>Grace T. Rowe</i>	D. TITLE GRACE T. ROWE Records Management Branch Directorate of Administration
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7. ITEM NO.	8. DESCRIPTION OF ITEM <i>(With Inclusive Dates or Retention Periods)</i>	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN <i>(NARS USE ONLY)</i>
1	MANPOWER AND ORGANIZATION (Table 26-1) (Applicable Air Force-wide) Rule 26. The disposition is changed to "destroy after 1 year, or when no longer needed, whichever is later", 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.	NC1-AFU-83-54	
2	Rule 27. The disposition is revised to change "whichever is sooner" to "whichever is later." 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.	NC1-AFU-83-62	

TABLE 26-1

MANPOWER AND ORGANIZATION

R U L E	A	B	C	D
	If documents are or pertain to	consisting of	which are	then
26	manpower standards application and reapplication	annotated machine listings, standards application work- sheets, coordination records, workload collection work- sheets, and workload verifi- cation records/correspondence	(no change)	destroy after 1 year, or when no longer needed, whichever is later.
27	commercial activities cost comparison studies	(no change)	(no change)	destroy 5 years after study, upon completion of next study, or when no longer needed, whichever is later.