

REQUEST FOR RECORDS DISPOSITION AUTHORITY

(See Instructions on reverse)

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JOB NO.

NI-AFU-87-24

DATE RECEIVED

6/23/87

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 Info Mgmt and Administration, SAF/AAD

3. MINOR SUBDIVISION
Information Management Policy Branch

4. NAME OF PERSON WITH WHOM TO CONFER
Mr. R. P. Dwyer

5. TELEPHONE EXT. DATE
694-3494 9/1/88

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disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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

ARCHIVIST OF THE UNITED STATES

Handwritten signature: Claude Weiler

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 3 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 JUN 15 1987	C. SIGNATURE OF AGENCY REPRESENTATIVE <i>Ina T Rowe</i>	D. TITLE GRACE T. ROWE Information Mgmt Policy Branch Directorate of Info Mgmt and Admin
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7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARS USE ONLY)
	<p>MEDICAL, STATISTICAL, AND RELATED REPORTS (Table 168-6) (Applicable Air Force-wide)</p> <p>The purpose of the Medical Expense and Performance Reporting System (MEPRS) for DOD Medical Operations is to provide consistent principles, standards, policies, definitions, and requirements for accounting and reporting of expense, manpower, and performance by DOD fixed military medical facilities. The MEPR is the basis for establishing a uniform reporting methodology that provides consistent financial and operating performance data to assist managers who are responsible for health care delivery in the fixed military medical system.</p>		
1	<p>Rule 8. The computer data outputs at major commands (MAJCOMs) are source data for preparation of budget and statistical reports used for resource allocation. The Expense Assignment Subsystem (EAS) is designed to perform computations required to allocate costs from one work center to other work centers. The MEPR is the output product of the EAS which meets the quarterly reporting requirement of the DOD. The 5 year disposition is necessary for analytical and audit purposes.</p>		
2	<p>Rule 9. The MEPR and other standard EAS reports at HQ USAF are necessary for budget, management, and economic analysis. The 5 year disposition is necessary as these records assist in measuring productivity, development of performance standards, development of programs estimating equations, categorization</p>		<i>5 Items</i>

*Copy sent to Agency
9/1/88*

REQUEST FOR RECORDS DISPOSITION AUTHORITY – CONTINUATION

JOB NO.

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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>
	of management effectiveness, and determination of areas requiring management emphasis.		
3	Rule 10. The MEPR and other standard EAS reports at MAJCOMS and medical treatment facilities (MTFs) are necessary also for budget, management, and economic analysis. As these records are created at MTFs and originals are sent to HQ USAF, a 2 year disposition is sufficient to meet their analytical needs.		
4	Rule 11. MEPRS summary reports, other reports and related data at MTFs are used for analysis purposes and for resource and budgetary management. The 2 year disposition is sufficient to meet their needs.		
5	Rule 12. The Automated Source Data Collection (ASDC) Quarterly Tapes at MTFs are data transformed into computer products as described above. As such, the 1 year disposition is sufficient.		

TABLE 168-6

MEDICAL, STATISTICAL, AND RELATED REPORTS

R U L E	A	B	C	D
	If documents are or pertain to	consisting of	which are	then
8 *	Medical Expense and Performance Reporting System (MEPRS)	computer data output including but not limited to: the Computation File (FI028FOIU) and the Computation Result File (FI036FOMU) from the Expense Assignment Subsystem (EAS); the ASDC Quarterly Tape (ALYE1T) from EAS Pre-processor Subsystem of ASDC; and the non-ASDC data entry records (ALYE1C).	at MAJCOMs	destroy 5 years after fiscal year cutoff.
9 *		Medical Expense & Performance Report (MEPR), and other standard EAS reports.	at HQ USAF	
10 *			at MAJCOMs and MTFs	destroy 2 years after fiscal year cutoff.
11 *		MEPRS summary reports, local expense and performance reports, summary sheets, and other related data used to develop the MEPR and analyze the output	at MTFs	
12 *		ASDC Quarterly Tape	destroy 1 year after fiscal year cutoff.	