REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

JOB NO

NC1-AFU-78 52

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

DATE RECEIVED

AUG 11 1978

NOTIFICATION TO AGENCY

In accordance with the provisions of 44 U S C 3303a the disposal re quest, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10

1. FROM (AGENCY OR ESTABLISHMENT)
DEPARTMENT OF THE AIR FORCE

2. MAJOR SUBDIVISION
1947 Administrative Support Group (HQ USAF)

3. MINOR SUBDIVISION
Information Mgmt & Resources Division

4. NAME OF PERSON WITH WHOM TO CONFER

Mr. K. J. Bilek

5. TEL EXT

767-4496

SEP 25 1978

James E. O'Neill

Date *ACTING* 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 ___5___ 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	D. SIGNATURE OF AGENCY REPRESENTATIVE	E. TITLE
28 JUL 1978	*Herbert H. Geiger*	**HERBERT G. GEIGER, Chief** Information Mgt and Resource Div Directorate of Administration

7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10. ACTION TAKEN
1	**MANAGEMENT ENGINEERING RECORDS (25-1)** **(Applicable Air Force-Wide)** The management engineering table 25-1 has been revised in its entirety to provide disposition instructions for all documentation series heretofore not previously addressed. The Air Force management engineering program (MEP) is responsible for providing management advisory service at base and command level, and Air Force-wide. Air Force commanders use this service to carry out the command mission efficiently. As a basic part of the Air Force manpower and organization function, the MEP contributes to the primary objectives of the DOD Productivity Program: that of achieving the optimum growth of productivity. Through the use of the management engineering discipline, the MEP determines manpower requirements for functional activities. The retention periods will adequately serve all Air Force requirements.	NCI-AFU-77-88	

38 items

NNW & Agency 9-28-78 MAS NNM
NNB & NNM 9/28/78 RAW

25. Management Engineering. These tables cover documentation relating to general policies and procedures governing the conduct of management advisory studies and work measurement program, as well as boards and committees.

TABLE 25-1

MANAGEMENT ENGINEERING RECORDS

R U L E	A	B	C	D
	If documents are or pertain to	consisting of	which are	then
1	management advisory study records	★ management advisory study proposals/requests, with documentation required by AFR 25-5 for requesting the conduct of a management advisory study	★ approved proposals or requests maintained by AFMEA for AF studies; MAJCOM for command studies or Command Management Engineering Team (CMET) for base peculiar studies	★ destroy 3 years after implementation action is taken on the management advisory study report. or 2 years after rejection of management advisory study report.
2			★ disapproved proposals/requests maintained by AFMEA, MAJCOM or CMET	destroy 1 year after disapproval action.
3		★ management advisory study reports, with documentation required by AFR 25-5 for submission of management advisory study reports	★ approved for implementation and maintained by AFMEA for AF studies; MAJCOM for command studies or CMET for base peculiar studies	destroy 3 years after implementation of the study recommendations.
4			★ rejected by the approving authority and maintained by AFMEA, MAJCOM or CMET	★ destroy 2 years after study rejection.
5		★ management advisory study abstracts	★ prepared and submitted by the management engineering teams to MAJCOM M&Os and SOAs	destroy 3 years after submission date.
6			submitted semiannually by MAJCOM M&Os and SOAs to and retained by HQ AFMEA for cross reference and expanded application	
7 ★		management advisory study abstract indexes	prepared by HQ AFMEA and distributed to all MAJCOM management engineering staffs for cross reference and expanded application	destroy when superseded by new index.

TABLE 25-1 (Continued)

R U L E	A If documents are or pertain to	B consisting of	C which are	D then
8	manpower standards study records	★ manpower standards study preliminary plan (PRELIM-PLAN) with documentation required by AFR 25-5	★ for AF standards at functional management engineering team (FMET)	destroy 1 year after verification that standards are superseded, obsolete or upon inactivation of activity to which standards apply.
9			★ for AF standards developed by a designated AF lead team but maintained by AFMEA	
10			for command standards at command lead team	
11			for AF standards at MAJCOMs, SOAs, input teams and HQ AFMEA	★ destroy after publication of the manpower standard.
12			for command standards at MAJCOMs, SOAs and input teams	
13		★ manpower standards study preliminary report (PRELIM-REP) and manpower standards study measurement plan (MEAS-PLAN) with documentation required by AFR 25-5	★ for AF standards at functional management engineering team	destroy 1 year after verification that standards are superseded, obsolete or upon inactivation of activity to which standards apply.
14			for AF standards developed by a designated AF lead team but maintained by AFMEA	
15 ★			for command standards at command lead team	
16 ★			for AF standards at MAJCOMs, SOAs, input teams and HQ AFMEA	destroy after publication of the manpower standard.
17 ★			for command standards at MAJCOMs, SOAs and input teams	
18 ★		manpower standards study measurement report (MEAS-REP) and other manpower standards source data as requested by MEAS-PLAN, but not necessarily included in the standards FIN-REP. Note: Includes standard data input computation, measured manhour records, workload factor records, work unit production records, OPR concurrences and comments	for AF standards at functional management engineering team	destroy 1 year after verification that standards are superseded, obsolete or upon inactivation of activity to which standards apply.

19 ★		for AF standards developed by a designated AF lead team but maintained by AFMEA	
20 ★		for command standards at command lead team	
21 ★		for AF and command standards at MAJCOMs or participating input teams	destroy after publication of the manpower standard. [Amended by R. Wire per K. Belek 9/12/78]
22 ★	manpower standards study final report (FIN-REP) and proposals with documentation required by AFR 25–5 Note: Includes supporting computations, computerized output products, program estimating equations, program management data, application plans and reports	for AF standards at functional management engineering team	destroy 1 year after verification that standards are superseded, obsolete or upon inactivation of activity to which standards apply.
23 ★		for AF standards developed by a designated AF lead team but maintained by AFMEA	
24 ★		for command standards developed by a command lead team	
25 ★	computerized output products pertaining to the unadjusted input data (raw data) such as operational audit detail, summary lists, data analyses, and regression analysis products	for AF standards at functional management engineering team	destroy 1 year after implementation of standard or after the input data serves no useful purpose in any specific data collection or analysis project, whichever is longer.
26 ★		for AF standards developed by a designated AF lead team but maintained by AFMEA	
27 ★		for command standards developed by command lead team	
28 ★	standards currency review documentation including review process, partial remeasurement, data analysis, revised equations and manpower tables as appropriate	for AF and command standards	destroy on the same basis as the original FIN-REP to which they pertain.
29 ★	documented manpower guides defining manpower allowances with supporting documentation	at the preparing activity	destroy 1 year after guide has been superseded or determined to be obsolete.
30 ★		at the using activity	destroy after guide has been superseded or determined to be obsolete.
31 ★	disapproved manpower standard proposal	MAJCOM or SOA prepared studies and have been coordinated through the functional management engineering team or HQ AFMEA study staffing process	destroy 2 years after disapproval as a standard or if it is determined that the proposal can be used as a manpower guide, then rules 29 and 30 apply.
32 ★	existing reports and supporting documentation for standard studies that have been cancelled during development	for AF or command standards	destroy 2 years after cancellation.

TABLE 25-1 (Continued)

R U L E	A If documents are or pertain to	B consisting of	C which are	D then
33 ★	Air Force manpower standard (AFMS) (AFR 8-10)	record set (AFR 5-1) of each publication, which includes a printed copy of each issuance; edited manuscript; document showing signature of approving authority; document showing latest annual review by approving authority and related background such as documents relating to developing, coordinating, and issuing each publication	at issuing activity	retire as permanent (see note 1, table 8-1).
34 ★			at preparing activities	destroy 1 year after AFMS is superseded, obsolete or rescinded.
35 ★	command management engineering program status and schedule. (RCS: HAF-PRM(Q) 7121)	AF Form 29, command management engineering status; and AF 501, command management engineering program schedule	prepared by MAJCOMs and SOAs	destroy 3 years after date of report.
36 ★			at HQ MEA	destroy when purpose has been served.
37 ★	Air Force MEP master schedule	schedule with related documentation	at MAJCOMs and SOAs	destroy 1 year after schedule has been superseded or when purpose has been served.
38 ★			at HQ AFMEA or using activity	destroy when purpose has been served.