

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

LEAVE BLANK	
JOB NO NCL-AFU-80-49	
DATE RECEIVED September 5, 1980	
NOTIFICATION TO AGENCY	
In accordance with the provisions of 44 U.S.C. 3303a the disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10	
9-9-80 Date	<i>R. G. Geiger</i> Archivist of the United States

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

1947 Administrative Support Group (HQ USAF)

3. MINOR SUBDIVISION

Information Management & Resources Division

4. NAME OF PERSON WITH WHOM TO CONFER

Mr. R. P. Dwyer

5. TEL EXT

694-3494

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.

A Request for immediate disposal.

B Request for disposal after a specified period of time or request for permanent retention.

C. DATE 26 AUG 1980	D. SIGNATURE OF AGENCY REPRESENTATIVE <i>Herbert G. Geiger</i>	E. TITLE HERBERT G. GEIGER, Chief Information Mgt and Resource Div
-------------------------------	---	--

7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10. ACTION TAKEN
	<p align="center">MANPOWER AND ORGANIZATION RECORDS (Table 26-1) (Applicable Air Force-wide)</p> <p>Attached revision of table 26-1, rules 24-30.3 is necessary to satisfy HQ USAF, Air Force Management Engineering Agency (AFMEA), and MAJCOM needs. Five year record retentions below are necessary to answer higher authority inquiries. Change/additions are as follows:</p>		
1	Rules 24-26 combined into rules 24 and 25; rule 26 deleted. Rule 24 change provides flexibility versus specified time period in destruction of records.		
2	Rule 26 added to rules 27 and 28 as reserved.		
3	Rules 29 and 30: Rule 29 adds AFMEA as holding these records; rule 30 adds bases as holding records and expands retention to 5 years.	NN 170-33	
4	Rule 30.1: no change		
5	Rules 30.2 and 30.3: Rule 30.2 deletes MAJCOMS as holding records, adding AFMEA in its place along with HQ USAF. Rule 30.3 is a new rule encompassing MAJCOMS and bases as holders of records; destroying them after 5 years.		

7 items

Copy to agency 9-11-80

TABLE 26-1

MANPOWER AND ORGANIZATION RECORDS

R U L E	A If documents are or pertain to	B consisting of	C which are	D then
24	commercial or industrial (CI) and contract service (CS) data system files	magnetic tape or punched card records for CI activities by installation (by past FY), indicating personnel, supplies, equipment, and facilities costs for contract services by installation (by past and current FY's), indicating estimated manyear and contract costs	*at HQ USAF, AFMEA, and MAJCOMS	*destroy when obsolete or no longer needed, _____ [deleted by R. Wire per R. Dwyer 9/8/80]
25			*at base level	*destroy after 1 year.
26 *	Reserved			
27	Reserved			
28	Reserved			
29	commercial or industrial (CI) and contract service (CS) records	machine listings of data derived from the CI and/or CS data system files	*at HQ USAF and AFMEA	*destroy when obsolete or no longer needed.
30			*at MAJCOMS and base level	*destroy after 5 years.
30.1		background documentation for CI/CS data entered on punch card transcript	at base level	destroy after 2 years.
30.2		*CI/CS functional reviews and approved new start or expansion requests	*at HQ USAF and AFMEA	*destroy when obsolete or no longer needed.
30.3 *			*at MAJCOMS and base level	*destroy after 5 years.