

Wallace

NWML

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

LEAVE BLANK	
JOB NO NCI-AFU-82-68	
DATE RECEIVED 8/9/82	
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the disposal request including amendments is approved except for items that may be stamped "disposal not approved or withdrawn" in column 10	
<i>Rec 889</i> <i>Robert Wallace</i> Date 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
Directorate of Administration, HQ USAF

3 MINOR SUBDIVISION
Documentation Management

4 NAME OF PERSON WITH WHOM TO CONFER
Mr. Neil Vandergraaf

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 JUL 1982	D SIGNATURE OF AGENCY REPRESENTATIVE <i>James E. Dagwell</i>	E TITLE JAMES E. DAGWELL Documentation Management Branch Information Mgmt and Resources Div
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7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
1	<p>COST RECORDS (Table 173-1) (Applicable Air Force-wide)</p> <p>The attached submission is forwarded for your review and approval.</p> <p>It pertains to the cost estimating relationship/cost factor program currently covered by rule 1 of table 173-1, AFM 12-50, and designated as permanent. However, these records have not been appraised as such and are considered unclassified.</p> <p>We have reevaluated the retention requirement for these documents and determined that a period of 10 years or when no longer required for reference or research purposes would be sufficient to satisfy Air Force Requirements.</p>	NN-170-33	

Mass data change sheet required. Copy of job sent to NNM by RAW, 12/22/82.

Closed out 1-15-83 - Copy also mailed to Agency 1-18-83

TABLE 173-1

COST RECORDS

R U L E	A	B	C	D
	If documents are or pertain to	consisting of	which are	then
1	no change	no change	no change	*destroy after 10 years or when no longer needed for reference purposes.

★ 173. Cost Analysis. This table covers documentation pertaining to the policies, principles, and instructions for performing cost analysis throughout the AF, including cost information systems, planning factors, cost analysis methods and procedures, cost estimating, and cost estimate tracking, and Life Cycle Cost.

TABLE 173-1				
COST RECORDS				
R U L E	A	B	C	D
	If documents are or pertain to	consisting of	which are	then
1	cost estimating relationship/ cost factor program	reports, analyses, correspondence, and related data which provide a chronology of O&M appropriations costs by organization and program element	at HQ USAF and MAJCOMs	retire as permanent. <i>superseded by new job.</i>
		support documents, data processing cards, statistical tabulations, and other working papers		destroy when superseded, obsolete, or after 2 years, whichever is sooner
				below MAJCOMs
4	cost information reports (CIR)	contract cost-data summaries, functional cost-hour reports, progress curve reports, FY functional cost-hour reports, comparable reports, and correspondence	at AFSC Aeronautical System Div., Electronic System Div., Space and Missile Systems Organization, etc.	destroy paper records when converted to computer input data.
5				store computer input data as permanent records in ADP data banks.
6		individual program data files relating to CIR reporting requirements	at HQ USAF and HQ AFSC	retain throughout the acquisition phase of each program and destroy.

Essential Background for
 NCI-AFU-82-68
 10-493/494

(Current)
 AFM 12-50 (C17)