

Wallace

**REQUEST FOR RECORDS DISPOSITION AUTHORITY**  
(See Instructions on reverse)

LEAVE BLANK	
JOB NO.	NCL-AFU-83-4
DATE RECEIVED	10-05-82
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10.	
12-15-82 Date	<i>Plunkly</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  
**Directorate of Administration, HQ USAF**

3. MINOR SUBDIVISION  
**Documentation Management**

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 30 SEP 1982	D. SIGNATURE OF AGENCY REPRESENTATIVE <i>James E. Dagwell</i>	E. TITLE JAMES E. DAGWELL Chief, Documentation Management Directorate of Administration
7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
1	<p><b>MANPOWER AND ORGANIZATION (Table 26-1) (Applicable Air Force-wide)</b></p> <p>Air Force proposes change to Table 26-1, as follows:</p> <p>Rule 15. Permanent retirement of approved manpower change requests at HQ USAF is no longer a valid requirement. They are required for a 5 year period to allow us to maintain an historical audit trail of decisions impacting on Air Force manpower strengths.</p>	NN-170-33	

*Mass data change sheet required. Copy of job sent to NNM by RAW, 12/22/82. Closed out 1-18-83 TP copies to all FRC's to Agency*

*1 item*

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
15	manpower change requests	correspondence, forms or machine listings which identify the changes requested and contain justification, coordination and approval/disapproved statements	approved requests at HQ USAF	*destroy 5 years after approval.