REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

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

5. TEL. EXT.

Mr. R. P. Dwyer  694-3694

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

D. SIGNATURE OF AGENCY REPRESENTATIVE

MARK H. COON, Major, USAF
Acting Chief, Documentation Mgmt
Directorate of Administration

E. TITL

MANPOWER AND ORGANIZATION (Table 26-1) (Applicable Air Force-wide)

1 Rule 26. Add new rule covering disposition of manpower standards application and reapplication documents. Table 26-1 provides adequate disposition instructions for manpower standards study records associated with standards development, but it does not cover records created during the annual standards application programs.
| 26 | manpower standards application and reapplication | annotated machine listings, standards application work sheets, and coordination records | at MAJCOMS/SAAs and Management Engineering Teams | destroy after the next standards application for the same function has been implemented and manpower files have been updated. |