

Wallace

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

LEAVE BLANK	
JOB NO. <b>NCI-AFU-83-54</b>	
DATE RECEIVED <b>1/11/83</b>	
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10.	
<b>2-25-83</b> Date	<i>Patricia Wallace</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

5. TEL. EXT.

**Mr. R. P. Dwyer**

**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 <b>4 JAN 1983</b>	D. SIGNATURE OF AGENCY REPRESENTATIVE <i>Mark H. Coon</i>	E. TITLE <b>MARK H. COON, Major, USAF Acting Chief, Documentation Mgmt Directorate of Administration</b>
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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><b>MANPOWER AND ORGANIZATION (Table 26-1) (Applicable Air Force-wide)</b></p> <p>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.</p>		

*Mass data change sheet not required. Copy of job sent to NAM by RAW, 2/23/83. Copy to agency, 3-4-83; 68.*

*1 item*

TABLE 26-1

## MANPOWER AND ORGANIZATION

R U L E	A  If documents are or pertain to	B  consisting of	C  which are	D  then
26	manpower standards application and reapplication	annotated machine listings, standards application work sheets, and coordination records	at MAJCOMS/SOAs and Management Engineering Teams	destroy after the next standards application for the same func- tion has been implemented and manpower files have been updated.