REQUEST FOR RECORDS DISPOSITION AUTHORITY

TO: GENERAL SERVICES ADMINISTRATION,
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, D.C. 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
4 Jan 1983
D. SIGNATURE OF AGENCY REPRESENTATIVE
MARK H. COON
Acting Chief, Documentation Mgmt
Directorate of Administration

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

7. ITEM NO.
8. DESCRIPTION OF ITEM
(MANPOWER AND ORGANIZATION (Table 26-1)
(Applicable Air Force-wide)

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.

STANDARD FORM 115
Revised April, 1975
Prescribed by General Services Administration
FPMR (41 CFR) 101-11.4
<table>
<thead>
<tr>
<th>RULE</th>
<th>A</th>
<th>B</th>
<th>C</th>
<th>D</th>
</tr>
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<tbody>
<tr>
<td>26</td>
<td>manpower standards application and reaplication</td>
<td>annotated machine listings, standards application work sheets, and coordination records</td>
<td>at MAJCOMS/SOAs and Management Engineering Teams</td>
<td>destroy after the next standards application for the same function has been implemented and manpower files have been updated.</td>
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**TABLE 26-1**

MANPOWER AND ORGANIZATION