

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

Wallace

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
Mrs. Grace T. Rowe

5. TEL. EXT.
6943 527

LEAVE BLANK

JOB NO.
NCI-AFU-83-73

DATE RECEIVED
2/17/83

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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10.

6-29-83 *Mark H. Coon*
Date Archivist of the United States

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 9 FEB 1983	D. SIGNATURE OF AGENCY REPRESENTATIVE <i>Mark H. Coon</i>	E. TITLE MARK H. COON, Major, USAF Acting Chief, Documentation Mgmt Directorate of Administration
------------------------------	--	---

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
1	<p align="center">INDUSTRIAL ENGINEERING (Table 85-3) (Applicable Air Force-wide)</p> <p>The table revision updates the language of the table. Rule 1 is reserved. The disposition in rule 2 is changed from to destroy after 1 year or when no longer needed whichever is sooner. These are short term records which have limited reference value. The disposition in rule 3 is changed from destroy 2 years after year study was performed to destroy after 1 year or when no longer needed, whichever is sooner. This retention will satisfy the administrative needs of the Air Force. Rule 4 is added to cover local standards for work tasks. These records are necessary for reference until the standards are included in the Engineered Performance Standards (EPS) manuals. After incorporation into the EPS manuals, they may be destroyed.</p>	<p align="center">NN-171-112</p>	<p align="center">from destroy after 1 year</p>

**NO MASS DATA CHANGE WORKSHEET
REQUIRED.**

3 items

115-107
NIM + Agency sent out 7-12-83 by DMW.

TABLE 85-3. *INDUSTRIAL ENGINEERING

R U L E	A	B	C	D
	If documents are or pertain to	consisting of	which are	then
1	*Quality Assurance Evaluation (QAE) studies	RESERVED		
2		*reports, correspondence and other data which are work in progress inspections and follow-ups.		*destroy after 1 year or when no longer needed whichever is sooner.
3		special studies or analysis		
4 *	local standards on work tasks	not covered by Engineered Performance Standards (EPS)		destroy after incorporated into EPS manuals.