

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

LEAVE BLANK	
JOB NO. NCI-AFU-83-82	
DATE RECEIVED 3/17/83	
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10.	
1/20/84 Date	Robert K. Wane 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
Mrs. Grace T. Rowe

5. TEL. EXT.
694-3527

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 4 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 MAR 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
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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
	<p>PRIME RIBS (PR-PRIME READINESS IN BASE SERVICES) (Table 140-2) (Applicable Air Force-wide)</p> <p>This submission establishes a new table for the Prime Ribs Program. This program is an Air Force, major command and base level mobility program that organizes and trains the services forces for worldwide combat support roles. It identifies and postures military authorizations and skills for the dual role of peacetime contingency and wartime services requirements. The primary objectives of the program are to make sure that the needs of food, laundry, shelter, clothing and mortuary support are provided. The manning requirements are reviewed annually (rule 1). These records may be destroyed after 2 years. The manpower records (rule 2) may be destroyed after 2 years or when no longer needed, whichever is later. These records are used for trend analysis and reference purposes. Rule 3 covers the deployment records. These records may be destroyed after 1 year. Rule 4 covers contingency/operations plans. The plans may be destroyed when superseded. Rule 5 covers readiness committee meetings. Rule 6 covers training reports, plans objectives, results and recommendation. Rule 7 covers Management Evaluation Inspection (MEI) and Operations</p>		9 items

115-107

No mass data change sheet required. Copy of job sent to agency and to NARA by RAKI on 1-24-84.

Request for Records Disposition Authority--Continuation

JOB NO.

PAGE OF

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	<p>Readiness Inspections (ORI) inspection reports and results. Rules 5, 6, and 7 may be destroyed after 2 years or when no longer needed, whichever is later. These records are used for trend analysis and for general reference purposes.</p> <p>Staff assistance visits (rule 8) may be destroyed after 2 years or when no longer needed, whichever is later. The records are used for follow-up and trend analysis.</p> <p>Rule 9 covers mobility status reports (PR team) condition reports and may be destroyed after 2 years or when no longer needed, whichever is later. The goals of the Prime Ribs reporting are to provide timely and accurate assessment of Prime Ribs readiness to accomplish its contingency and combat support missions and to establish readiness management information.</p>		

115-203

Four copies, including original, to be submitted to the National Archives

STANDARD FORM 115-A
Revised July 1974
Prescribed by General Services
Administration
FPMR (41 CFR) 101-11.4

TABLE 140-2, PRIME RIBS (PR-PRIME READINESS IN BASE SERVICES) RECORDS

R U L E	A	B	C	D
	If documents are or pertain to	consisting of	which are	then
1	posturing (planning)	manning requirements (MAJCOM and base) with related correspondence	HQ USAF and below	destroy after 2 years.
2	manpower	recommended, approved, or disapproved conversions, and upgrade/downgrade actions		destroy after 2 years or when no longer needed, whichever is later. (note)
3	deployment	volunteer requests, requests for assistance, deployment instructions and reports for both MAJCOM and USAF directed deployments		destroy after 1 year.
4	contingency/operations plans	plans with related background material		destroy when superseded.
5	readiness committee meetings	minutes of meetings		destroy after 2 years or when no longer needed, whichever is later. (note)
6	reports	training reports, plans, objectives, results and recommendations		
7		Management Evaluation Inspection/Operation Readiness Inspection (MEI/ORI) inspection reports and results		
8		staff assistance visit reports and recommendations		

TABLE 140-2 (Continued)

R U L E	A If documents are or pertain to	B consisting of	C which are	D then
9		mobility status reports (PR team) condition reports		same as Rule 8, col. D.
				[R. W. W. per G. Rowe, 3/17/83]

Note: Not authorized for retirement to federal records centers.