

Wallace DWML

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
Mr. R. P. Dwyer

5. TEL. EXT.
694-3494

LEAVE BLANK	
JOB NO	NCI-AFU-83-89
DATE RECEIVED	4 / 19 / 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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10.	
4-21-83 Date	<i>[Signature]</i> 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.

11 C. DATE
APR 1983

D. SIGNATURE OF AGENCY REPRESENTATIVE

[Signature: Mark H. Coon]

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
MANPOWER AND ORGANIZATION (Table 26-1) (Applicable Air Force-wide)			
1	Rules 24, 25, 29 - 30.3. Columns A and B terminology is updated to reflect a better definition of documents.		
2	Rules 25, 30, 30.1 and 30.3. Column C locations of documents are changed to show that they are also located at SOAs and DRUs for Rules 25, 30 and 30.3 and at MAJCOMS/ SOAs/DRUs for Rule 30.1 Base level location of documents in Rule 25 is deleted.		
3	Rule 25. Document disposition is changed from one year to two years to accommodate holding magnetic tapes long enough to produce the annual commercial activity inventory report.	NN-170-33 (Table 26-1, Rule 28)	
4	Rule 25.1. Added, to separate punch cards from magnetic tapes in current Rule 24, as punch cards are not located at HQ USAF and AFMEA. Disposition remains the same as Rule 24.		
5	Rule 30.3. Document disposition is changed to allow for their destruction when superseded instead of after 5 years. Even though there is a basic 5 years cycle involved, these documents are often superseded in less time.	NCI-AFU-80-49	8 items

115-107

No mass data change sheet required.

Copy to agency, 4-27-83; 88.

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
24	*commercial activity (CA) inventory reporting data system	*magnetic tapes containing CA annual inventory reporting data for in-house activities and contract services	at HQ USAF and AFMEA	destroy when obsolete or no longer needed.
25			*at MAJCOMs/SOAs/DRUs	*destroy after 2 years.
25.1 *		punch cards used for developing magnetic tape containing CA annual inventory report data	at MAJCOMs/SOAs/DRUs and base level	destroy when obsolete or no longer needed.
29	*commercial activity program records	*machine listings of data derived from the CA inventory reporting data system	at HQ USAF and AFMEA	destroy when obsolete or no longer needed.
30			*at MAJCOMs/SOAs/DRUs and base level	destroy after 5 years.
30.1		*background documentation for CA inventory report data entered on punch card transcripts and/or work sheets, including general CA inventory report correspondence	*at MAJCOMs/SOAs/DRUs and base level	destroy after 2 years.
30.2		*CA reviews, new start or expansion requests, cost comparison studies and general CA program correspondence	at HQ USAF and AFMEA	destroy when obsolete or no longer needed.
30.3			*at MAJCOMs/SOAs/DRUs and base level	*destroy when superseded.

MAJCOMs/SOAs/DRUs: Major Commands/Separate Operating Agencies/Direct Reporting Units

AFMEA: Air Force Management Engineering Agency