

*Disposal Authority*

**REQUEST FOR AUTHORITY  
TO DISPOSE OF RECORDS**

*(See Instructions on Reverse)*

**TO: GENERAL SERVICES ADMINISTRATION,  
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, D.C. 20408**

1. FROM (AGENCY OR ESTABLISHMENT)  
**DEPARTMENT OF THE AIR FORCE, HQ USAF**
2. MAJOR SUBDIVISION  
**Directorate of Administration**
3. MINOR SUBDIVISION  
**Documentation Systems Division**
4. NAME OF PERSON WITH WHOM TO CONFER  
**Mr. C.J. Phillips**
5. TEL. EXT.  
**11/29239**
6. CERTIFICATE OF AGENCY REPRESENTATIVE:

<b>LEAVE BLANK</b>	
DATE RECEIVED <b>JUL 10 1972</b>	JOB NO. <b>NN-173-5</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 "with-drawn" in column 10.	
<i>7/24/72</i> <i>James E. O'Neill</i> Date <b>ACTING</b> Archivist of the United States	

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 1 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified.

**5 JUL 1972**

*R. E. Reilly*  
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 (Signature of Agency Representative)

**R. E. REILLY, Chief  
Documentation Management Branch  
Directorate of Administration**

(Date)

(Title)

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	<b>STUDIES AND REPORTS (T178-1) (Applicable Air Force-wide)</b>		
	<p>The purpose of the attached decision logic table (DLT) is twofold: (1) change title of table from "Records of Evaluation" to a more meaningful "Studies and Reports; and (2) to add a new rule (#9) to provide disposition standards for daily reports notices (DRN) advisory messages.</p> <p>Proposed disposition is adequate to meet Air Force needs.</p>		

**178. Management Analysis.** This table covers documentation pertaining to the methods of analyzing managements in terms of principal mission(s) and/or organizational objectives, developing standards to evaluate performance, providing planning factors, isolating problem areas to facilitate command decisions, and insuring economical use of AF resources.

TABLE 178-1

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~~RECORDS OF EVALUATIONS~~

STUDIES AND REPORTS

R U L E	A  If documents are or pertain to	B  consisting of	C  which are	D  then
1	studies, analyses, and summaries	special detailed analyses, cost studies, and summaries covering all subject areas, including intelligence, material maintenance supply, etc.	serve as an index to the economical use of resources, and which furnish data in the preparation and support of plans, budgets, and programs	retire as permanent.
2		routine periodic analyses and studies		destroy when obsolete or no longer needed.
3		feeder reports and other background or source data	are required for validation of costs, to complete estimates, reflect changes and/or trends, etc.	destroy when no longer needed.
4	program evaluation review technique (PERT)	diagrams and analyses created to graphically and analytically monitor the progress of command programs and projects	are at management analysis activities	destroy after 8 years.
5			are at staff activities	destroy when superseded, obsolete, or no longer needed.
6	information requirements management	basic policies and procedures pertaining to AF information requirements management program	are at HQ USAF and MAJCOMs	retire as permanent.
7	control of reports case files	directives prescribing reports, correspondence, and other action documents on each report accumulated by information requirements management control offices	is superseded or obsolete documentation pertaining to existing reports	destroy when superseded or obsolete.
8			is documentation pertaining to discontinued reports	destroy 1 year after discontinuance.

10-571

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AFM 12-50 (C8)

TABLE 178-1 (Continued)

R U L E	A	B	C	D	Supersedes AFM 181-5 1 Dec 66 paragraph
	If documents are or pertain to	consisting of	which are	then	
*9	daily reports notices (DRN) advisory messages	DRN advisory messages, info copies of applications for approval of reports forwarded to HQ USAF for DRN confirma- tion of inter-command reports	at Information Require- ments Control Offices	destroy after 1 year  <b>DISPOSAL APPROVED</b>	