

AF UNDIFFERENTIATED

**REQUEST FOR AUTHORITY
TO DISPOSE OF RECORDS**

(See Instructions on Reverse)

4 ITEMS

**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 **5. TEL. EXT.**
Mr. E. F. Villiard **11/29239**

6. CERTIFICATE OF AGENCY REPRESENTATIVE:

LEAVE BLANK	
DATE RECEIVED 1 JUN 1973	JOB NO. 173-313
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>6-18-73</i> Date	<i>James B. Hood</i> 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 _____ page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified.

31 MAY 1973

R. E. Reilly
(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
1	<p style="text-align: center;">VALUE ENGINEERING (Applicable Air Force-wide)</p> <p>This proposed addition to AFM 12-50 will provide documentation disposal criteria for the Air Force Value Engineering Program.</p> <p>JUSTIFICATION: Disposal standards are needed to effect orderly disposition of documentation created in the Value Engineering Program in the Air Force. Experience to date indicates that the 4 rules in the attached table are adequate at this time.</p> <p>A copy of the prescribing directive, AFR 320-1, is also attached for your information and retention.</p>		

Draft

320. VALUE ENGINEERING. Documentation pertaining to policies, procedures, and actions required in the implementation of the Air Force Value Engineering Program.

TABLE 320-1

VALUE ENGINEERING PROGRAM DOCUMENTATION

R 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	
1	value engineering	policies and implementing instructions		retire as permanent.	
2		procedures, actions, and status reviews of the value engineering program		destroy after 5	
3	implementing plans	objectives, task descriptions, management reviews, in-house projects and related activity documentation	major command and below	destroy 1 year after rescission or supersession.	
4	evaluations and reports	statistical summaries of value engineering actions and related documents		destroy 3 years after close of FY.	

COPY