

REQUEST FOR RECORDS DISPOSITION AUTHORITY

(See Instructions on reverse)

LEAVE BLANK

JOB NO

NI-AFW-89-28

DATE RECEIVED

7/13/89

TO: GENERAL SERVICES ADMINISTRATION
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408

1. FROM (Agency or establishment)

DEPARTMENT OF THE AIR FORCE - HQ USAF

2. MAJOR SUBDIVISION

DIRECTORATE OF INFORMATION MANAGEMENT AND ADMINISTRATION

3. MINOR SUBDIVISION

RECORDS MANAGEMENT POLICY SECTION

4. NAME OF PERSON WITH WHOM TO CONFER

Pierre J. Jost

5. TELEPHONE EXT.

694-3527

DATE

7/13/90

ARCHIVIST OF THE UNITED STATES

Claudia J. ...

In accordance with the provisions of 44 U.S.C. 3303- the disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10. If no records are proposed for disposal, the signature of the Archivist is not required.

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 TWO page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified, and that written concurrence from the General Accounting Office, if required under the provisions of Title B of the GAO Manual for Guidance of Federal Agencies, is attached

A. GAO concurrence. is attached, or is unnecessary.

B. DATE 6 JUL 1989	C. SIGNATURE OF AGENCY REPRESENTATIVE <i>Grace T. Rowe</i>	D. TITLE GRACE T. ROWE, Chief, Rcds Mgt Policy Sec Directorate of Info Mgt and Administration
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7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (INARS USE ONLY)
1	<p>ADMINISTRATIVE SYSTEMS MANAGEMENT (TABLE 4-1, RULE 5) (APPLICABLE AIR FORCE-WIDE)</p> <p>SAF/AADA (Plans) asked us to add two new rules for the disposition of the Information Management Workload Reports, computer graphs and reports (AF Form 1); and the source documents. The proposed 3-year retention allows for maintaining two current years of information and discarding the oldest records when 3 years of data is accumulated. And to destroy the source documents after 1 year. In addition, the proposed dispositions satisfy the requirements of Air Force Regulation 26-1, Vol III, as well as internal records management needs of base Information Management. It assures necessary record keeping for verifying the accuracy of workload factor data used in aggregation, annual application of AF Manpower Standards and would help support requests for additional manning.</p> <p>Request you approve this request for inclusion in our disposition standards.</p>		

Copy sent to agency, MM, MM-W 4/16/90

TABLE 4-1

TITLE OF TABLE
Administrative Systems Management

R U L E	A If the records are or pertain to	B consisting of	C which are	D then
5	Information Management Workload Reports, computer graphs and reports	statistical information pertaining to trend analysis, man-hours/manpower earned and workloads for IM Functional Account Codes (FACs) 11XX, consolidated by base Plans and Programs function (IMX), local Management Engineering Team (MET) and MAJCOM/IM (computer generated product and AF Form 1)	at MAJCOM/IMX, base IMX and MET	Destroy when records are 3 years old or when all management actions are completed, whichever is later.
6	Source documents other than those described in Rule 5	source documents (i.e., forms from which data is extracted, working papers, etc.)	at MAJCOM/IMX, base IMX, MET or functional units	Destroy after 1 year.

4. Administration Management. This table covers the records of administrative studies that assess the need for administrative systems improvements. The workload and organizational data collected may result in the implementation of modern administrative systems.

TABLE 4-1

ADMINISTRATIVE SYSTEMS MANAGEMENT

R U L E	A	B	C	D
	If the records are or pertain to	consisting of	which are	then
1	administrative systems studies	approved administrative system study proposals	at HQ USAF and MAJCOM approving authorities	destroy 1 year after system terminated or when no longer needed for reference, whichever is later
2			at other activities	
3		disapproved proposals		destroy 1 year after disapproval
4		data collection material such as typing logs, time studies, interviews, questionnaires, computer printouts and related records		destroy 3 months after approval/disapproval of proposal or when no longer needed, whichever is later

5. Publications Management. This table covers record sets of Air Force standard publications and other publications in the publications systems subject to AFR 5-1, Air Force Publications Management Program, and AFR 5-31, Publications Libraries and Sets. It does not cover records which are printed or duplicated to meet distribution requirements, such as plans, programs, histories, studies, reports, correspondence, and other such records not included in the AF publications system.

TABLE 5-1

PUBLICATIONS MANAGEMENT

R U L E	A	B	C	D
	If the records are or pertain to	consisting of	which are	then
*1	regulations, manuals, supplements, staff digests, pamphlets, visual aids, periodicals	record set of each publication which have AF-wide or MAJCOM applicability	at HQ USAF/MAJCOMs/major subordinate commands	retire as permanent (see notes 1, 2, 3, 5, 6, 8)
*2			below major subordinate commands which have MAJCOM or AF-wide applicability (see note 7)	
*3		record sets of regulations, manuals, staff digest	major subordinate commands and below which do not have AF-wide or MAJCOM applicability	destroy after 7 years (see note 2)
*4	recurring and one-time pamphlets	handbooks, booklets or brochures containing informative and instructional (rather than directive) material	pamphlets that do not have AF-wide or MAJCOM applicability	destroy when rescinded, superseded or obsolete, or when no longer needed (see note 4)
*5	visual aids	charts, posters, or other graphic illustrations issued for either permanent or temporary display on walls, bulletin boards, etc	visual aids that do not have AF-wide or MAJCOM applicability	
6	headquarters operating instructions (HOIs)	record set of each publication as prescribed in AFR 5-1	at HQ USAF OPRs	retire as permanent (see notes 2, 3, 8)