

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

5 TEL EXT

Mr Neil Vandergraaf

69 4-3 49 4

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.

C DATE
14 OCT 1982

D SIGNATURE OF AGENCY REPRESENTATIVE

Mark H. Coon

E. MARK H. COON, Major, USAF
Acting Chief, Documentation Mgmt
Directorate of Administration

LEAVE BLANK

JOB NO
NCL-AFU-83-20

DATE RECEIVED
10-25-82

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the disposal request including amendments is approved except for items that may be stamped 'disposal not approved' or 'withdrawn' in column 10

Returned Without Action
Date 4-6-84 Archivist of the United States

| 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;">COST RECORDS (T173-1) (Applicable in Air Force Systems Command)</p> <p>Attached proposed change to AFM 12-50 is submitted for your review and approval.</p> <p>Rule 5 pertains to data that has been entered into data banks in various Air Force Systems Command organizations. Current disposition is listed as permanent, but in actual fact is unscheduled.</p> <p>We have re-examined the retention requirement for the information and determined that it can be destroyed after a maximum of 30 years or until no longer needed for reference purposes whichever comes sooner.</p> <p>The retention criteria adequately meets Air Force requirements.</p> | NN-170-33 | <p><i>Job returned without action. See NCD's 4-6-84 letter for necessary followup action.</i></p> <p><i>1 item</i></p> |

No mass data change sheet required. Copy of job sent to agency as enclosure to NCD's 4-6-84 letter. PAW 4-6-84.

TABLE 173-1

COST RECORDS

| R U L E | A | B | C | D |
|------------------|---|------------------|------------------|--|
| | If documents are or pertain to | consisting of | which are | then |
| 5 | <p>no change</p> <p><i>See attached copy of current table 173-1, Rule 5</i></p> | <p>no change</p> | <p>no change</p> | <p>store computer input data in ADP data banks and destroy after maximum of 30 years or until no longer needed for reference which- ever is sooner.</p> |

Job returned without action 4-6-84.

★ 173. Cost Analysis. This table covers documentation pertaining to the policies, principles, and instructions for performing cost analysis throughout the AF, including cost information systems, planning factors, cost analysis methods and procedures, cost estimating, and cost estimate tracking, and Life Cycle Cost.

TABLE 173-1
COST RECORDS

| R U L E | A | B | C | D |
|------------------|--|---|--|--|
| | If documents are or pertain to | consisting of | which are | then |
| 1 | cost estimating relationship/ cost factor program | reports, analyses, correspondence, and related data which provide a chronology of O&M appropriations costs by organization and program element | at HQ USAF and MAJCOMs | retain as permanent destroy after 10 years or when no longer needed for reference purposes [per NCI-AFV-82-68, signed by N on 12/8/82; RAW] |
| 2 | | support documents, data processing cards, statistical tabulations, and other working papers | | |
| 3 | | | below MAJCOMs | destroy after 1 year, or when superseded, obsolete, or no longer needed, whichever is applicable. |
| 4 | cost information reports (CIR) | contract cost-data summaries, functional cost-hour reports, progress curve reports, FY functional cost-hour reports, comparable reports, and correspondence | at AFSC Aeronautical System Div., Electronic System Div., Space and Missile Systems Organization, etc. | destroy paper records when converted to computer input data. |
| 5 | | | | store computer input data as permanent records in ADP data banks. |
| 6 | | | | retain throughout the acquisition phase of each program and destroy. |
| | | individual program data files relating to CIR reporting requirements | at HQ USAF and HQ AFSC | |

[See NCI-AFV-83-20] Essential Background for AFM 12-50, Table 173-1, Rule 5 (Current)
 10-493/494
 Current Table 173-1, Rule 5