

**REQUEST FOR AUTHORITY
TO DISPOSE OF RECORDS**

2 items
(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

3. MINOR SUBDIVISION

Documentation Systems Division

4. NAME OF PERSON WITH WHOM TO CONFER

Mr. K.J. Bilek

5. TEL. EXT.

767-4496

6. CERTIFICATE OF AGENCY REPRESENTATIVE:

| LEAVE BLANK | |
|---|--|
| DATE RECEIVED 29 JUN 1977 | JOB NO. NC1 AFU 77 88 |
| 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. | |
| 7-15-77 (Date) | <i>James R. Road</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 2 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified.

23 JUN 1977

Date

Herbert G. Geiger
(Signature of Agency Representative)

(Signature of Agency Representative)

HERBERT G. GEIGER, Chief
Documentation Systems Division
Directorate of Administration

(Title)

| 7. ITEM NO. | 8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods) | 9. SAMPLE OR JOB NO. | 10. ACTION TAKEN |
|----------------|--|----------------------------|---------------------|
| 1 | MANAGEMENT ENGINEERING RECORDS (25-1) (Applicable Air Force-wide) See attached table 25-1, rules 8 and 8.1 which identifies manpower standards study report schedules as temporary records and provides for their disposition. The retention periods will adequately serve all Air Force requirements. The two additional rules have never been scheduled in the past. | NN-170-33 | |

*MAJCOM = Major Air Command

*OPR = Office of Primary Responsibility

Sent to agency - 7/20/77

TABLE 25-1 (Continued)

| R U L E | A | B | C | D |
|------------------|--------------------------------|---|----------------------------|--|
| | If documents are or pertain to | consisting of | which are | then |
| 8 * | | schedules with backup related documentation | at HQ USAF and MAJCOMs OPR | destroy 1 year after current schedules are superseded. |
| 8.1 * | | | user copies | destroy when superseded or when purpose has been served. |