

REQUEST FOR RECORDS DISPOSITION AUTHORITY  
(See Instructions on reverse)

LEAVE BLANK	
JOB NO	
NCL-AFU-80-50	
DATE RECEIVED	
September 11, 1980	
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10	
4-28-82	<i>W. M. War</i>
Date	Archivist of the United States

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  
1947 Administrative Support Group (HQ USAF)

3 MINOR SUBDIVISION  
Information Management and Resources Division

4 NAME OF PERSON WITH WHOM TO CONFER  
Mrs. Grace T. Rowe

5. TEL. EXT.  
694-3527

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 3 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 28 AUG 1980	D SIGNATURE OF AGENCY REPRESENTATIVE <i>Herbert G. Geiger</i>	E. TITLE HERBERT G. GEIGER, Chief Information Mgt and Resource Div
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7 ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
1	<p>STUDIES AND REPORTS (Table 178-1, Applicable Air Force-wide)</p> <p>The purpose of this submission is to have table 178-1, rule 1, covering studies, analyses, and summaries appraised for permanent retention. The Air Force Historian desires to have these retained as permanent documents. Rule 1 pertains to studies, analyses and summaries, showing methods of analyzing management in terms of principal missions or organizational objectives, developing standards to evaluate performance, providing planning factors, isolating problem areas to help with decision making to insure economical use of Air Force resources. The studies also serve as an index to economical use of resources and furnish data in the preparation and support of plans, budgets and programs. They support the normal operating and contingency environments in all subject areas to include cost analysis, economic analysis, program evaluation, management information, and independent analysis of management problems. Special studies, surveys of operation management programs/systems show their conception, scope, procedures, results and changes. Historically these documents can show the planning, initiation, management and effectiveness of Air Force programs and changes required. They are used for</p>	WN-170-33	1 item

115-10  
Mass data change sheet attached. Copy of job sent to NAA + NAB by RAW, 5/11/82. Closed Out: 5-20-82. K.T.D. Copy to Agency  
per NCD 82-97

STANDARD FORM 115  
Revised April, 1975  
Prescribed by General Services Administration  
FPMR (41 CFR) 101-11.4

7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10. ACTION TAKEN
	<p>trend analysis. They portray how and why the Air Force implements various programs. They contain evidential and informational value and provide an excellent research capability covering a diversity of subjects, programs, systems, organizational missions and objectives.</p> <p>This documentation may be transferred to National Archives <sup>when five</sup> years <sup>old</sup> after the <del>of this phase-out by the Air Force</del>. Provisions of the Freedom of Information Act and classified security directives apply to the access of the documentation.</p> <p>Current files consist of approximately 240 cubic feet which are in the Washington National Records Center. Annual accumulation is about 20 cubic feet.</p> <p>[Amended by R. Wire per G. Rowe, 2/3/82]</p> <p>[Note for NCD File Copy: The results of a 5/17/82 NARS-5 query indicate that the FARC's hold 1,098 cu. ft. of records whose disposal authority is 12-50/478/1/1 (WNRC, 347 cu. ft.; NPRC (MPR), 750 cu. ft.; and the NY FARC, 1 cu. ft.). However, part of these FARC holdings will now be disposable under other Air Force tables in accordance with the exclusion language used in column B of revised Rule 1 of Table 178-1 (see page 3 of this SF 115). R.A.W., 5/18/82]</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				
STUDIES AND REPORTS				
R U L E	A	B	C	D
	If documents are or pertain to	consisting of	which	then
1	studies, analyses, and summaries	formal management analyses, studies, and summaries that measure and evaluate Air Force performance in carrying out its substantive, mission responsibilities but <u>excluding</u> management analyses, studies, and summaries covered elsewhere in AFM 12-50, such as office management studies covered by Table 10-1 and feasibility studies for information management technology and equipment covered by Tables 12-1 and 300-1	accumulate at management analysis offices and functional staff offices having primary responsibility for managing the program or system	retire as permanent. Offer to the National Archives when 25 years old.  [Amended by R. Wivre per Grace Rowe, 2/3/82]

10-571

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