

RECORDED 9 AUG 78

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

LEAVE BLANK	
JOB NO	NC 1-AP4 78 58
DATE RECEIVED	AUG 11 1978
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10	
12-19-78 Date	James B. Rhoads 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 Mgmt & Resources Division

4. NAME OF PERSON WITH WHOM TO CONFER

Mr. K. J. Bilek

5. TEL EXT

767-4496

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	D. SIGNATURE OF AGENCY REPRESENTATIVE	E. TITLE
28 JUL 1978	<i>Herbert G. Geiger</i>	HERBERT G. GEIGER, Chief Information Mgt and Resource Div Directorate of Administration

7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10. ACTION TAKEN
1	<p>PRODUCTIVITY MEASUREMENT, EVALUATION, AND ENHANCEMENT (Applicable Air Force-Wide) (25-2)</p> <p>A new table 25-2, Productivity Measurement, Evaluation, and Enhancement has been constructed to provide disposition instructions for documentation series never before addressed in AFM 12-50. Typical goals are: to decrease total processing time; to improve work procedures, or workflow; to decrease space requirements; to improve the use of critical personnel skills; to improve work quality; or to decrease resource expenditures (people, money, or material). The Air Force Fast Payback Capital Investment (FASCAP) Program for enhancing productivity gives alternatives regarding resource utilization. The retention periods will adequately serve all Air Force requirements.</p>		

Send copy to agency, WNR, and NNM.

MJ 12-26-78

11 items

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TABLE 25-2

PRODUCTIVITY MEASUREMENT, EVALUATION, AND ENHANCEMENT

R U L E	A	B	C	D
	If documents are or pertain to	consisting of	which are	then
1	productivity measurement and evaluation	data and information in correspondence, reports, and other sources used to prepare the annual Federal productivity report or assess internal Air Force productivity	accumulated by functional managers as an input to the consolidated Air Force report	destroy when year covered by report is earlier than current base year of program.
2			accumulated by HQ AFMEA for preparation of the consolidated Air Force report	destroy when purpose has been served.
3			not an input to the consolidated Air Force report	
4		studies associated with development or refinement of productivity measurement systems		destroy when purpose has been served or when superseded by new study.
5	productivity goals	data and information in correspondence, reports, and other sources used to prepare the annual Air Force Productivity goals report or establish other internal Air Force productivity goals	accumulated by functional managers	destroy when purpose has been served.
6			accumulated by HQ AFMEA for preparation of the consolidated Air Force report	destroy after 3 years.
7	fast-payback capital investment program (FASCAP)	individual requests, summary records, status reports and general correspondence	approved requests accumulated at HQ USAF, MAJCOM or SOA level	destroy ³ years after close of FY in which approved project was implemented.
8			accumulated by HQ AFMEA	destroy 4 years after close of FY in which approved project was implemented. <i>Inadvertent errors detected by R. W. Bra... Karl Biek 9/18/78</i>
9			approved requests accumulated below MAJCOM or SOA level	destroy 2 years after close of FY in which approved project was implemented.
10			disapproved requests	destroy 1 year after close of FY in which request was disapproved.
11	productivity enhancement	projects, studies, research materials, reports and other data pertaining to enhancement of labor productivity and quality of working life.		destroy when purpose has been served.

10-35/36