REQUEST FOR RECORDS DISPOSITION AUTHORITY

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

DEPARTMENT OF THE AIR FORCE
2. MAJOR SUBDIVISION
Directorate of Information Management and Administration
3. MINOR SUBDIVISION
Records Management Policy Section

NAME OF PERSON WITH WHOM TO CONFER
Grace T. Rowe
694-3494

I hereby certify that I am authorized to act for this agency in matters pertaining to the disposal of the agency's records. The records proposed for disposal in this Request of _______ 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 8 of the GAO Manual for Guidance of Federal Agencies, is attached.

A. GAO concurrence: □ is attached; or □ is unnecessary.

B. DATE
SEP 28 1987

C. SIGNATURE OF AGENCY REPRESENTATIVE
Grace T. Rowe

D. TITLE
Records Mgt Policy Section
Directorate of Administration

<table>
<thead>
<tr>
<th>ITEM NO</th>
<th>DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)</th>
<th>SUPERSEDED ITEM</th>
<th>ACTION TAKEN (NARS USE ONLY)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>The purpose of this submission is to request a waiver to General Records Schedule 1, item 7b(1). It is the consensus of our civilian personnel function that retention of abolished/superseded positions for two years is an adequate time period, five years is excessive. We are, therefore, requesting disposition instructions to read &quot;destroy 2 years after position is abolished or description is superseded.&quot; We have added a note which will allow the position descriptions to be retained when a class action complaint is filed per Table 40-4, rule 2.</td>
<td></td>
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</tbody>
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Concur
Grace T. Rowe 9-10-87
Assistant Director for Classification
Personnel Systems and Oversight Group

Agency copy 2/8/88

STANDARD FORM 115 (REV. 8-83)
PRESCRIBED BY GSA
FPMR (41 CFR) 101-11.4
<table>
<thead>
<tr>
<th>RULE</th>
<th>A</th>
<th>B</th>
<th>C</th>
<th>D</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 *</td>
<td>position descriptions</td>
<td>files describing established positions including information on title, series, grade, duties and responsibilities</td>
<td>record copies</td>
<td>destroy 2 years after position is abolished or description is superseded. (Note)</td>
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</table>

*Note: When class action complaint is filed, refer to Table 40-4, rule 2.