

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

LEAVE BLANK

JOB NO.

11-AF4-88-2

DATE RECEIVED

10/15/87

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

NOTIFICATION TO AGENCY

1. FROM (Agency or establishment)

DEPARTMENT OF THE AIR FORCE

2. MAJOR SUBDIVISION

Directorate of Information Management and Administration

3. MINOR SUBDIVISION

Records Management Policy Section

In accordance with the provisions of 44 U.S.C. 3303a the disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10. If no records are proposed for disposal, the signature of the Archivist is not required.

4. NAME OF PERSON WITH WHOM TO CONFER

Grace T. Rowe

5. TELEPHONE EXT.

694-3494

DATE

2/25/88

ARCHIVIST OF THE UNITED STATES

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 _____ 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

GRACE T. ROWE
Records Mgt Policy Section
Directorate of Administration

7. ITEM NO.

8. DESCRIPTION OF ITEM
(With Inclusive Dates or Retention Periods)

9. GRS OR SUPERSEDED JOB CITATION

10. ACTION TAKEN (NARS USE ONLY)

CLASSIFICATION (TABLE 40-5)
Applicable Air Force-Wide

1 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It is the consensus of our civilian personnel function that retention of abolished/superseded positions for two years is an adequate time period, five years is excessive.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therefore, requesting disposition instructions to read "destroy 2 years after position is abolished or description is superseded." 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.

Concur

Joseph W. Howe 2-10-88

Assistant Director for Classification
Personnel Systems and Oversight Group

Agency copy sent 2/26/88 Jm

Copy sent to NCF Meeting

2/25/88

TABLE 40-5 Classifications

R U L E	A	B	C	D
	If documents are or pertain to	consisting of	which are	then
1 *	position descriptions	files describing established positions including information on title, series, grade, duties and responsibilities	record copies	destroy 2 years after position is abolished or description is superseded. (Note)

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