

REQUEST FOR RECORDS DISPOSITION AUTHORITY <i>(See Instructions on reverse)</i>		LEAVE BLANK	
TO: GENERAL SERVICES ADMINISTRATION NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408		JOB NO.	<i>11-AF4-88-2</i>
		DATE RECEIVED	<i>10/15/87</i>
1. FROM (Agency or establishment) DEPARTMENT OF THE AIR FORCE		NOTIFICATION TO AGENCY	
2. MAJOR SUBDIVISION Directorate of Information Management and Administration		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disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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.	
3. MINOR SUBDIVISION Records Management Policy Section			
4. NAME OF PERSON WITH WHOM TO CONFER Grace T. Rowe	5. TELEPHONE EXT. 694-3494	DATE <i>2/25/88</i>	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	C. SIGNATURE OF AGENCY REPRESENTATIVE	D. TITLE
SEP 28 1987	<i>Grace T Rowe</i>	GRACE T. ROWE Records Mgt Policy Section Directorate of Administration

7. ITEM NO.	8. DESCRIPTION OF ITEM <i>(With Inclusive Dates or Retention Periods)</i>	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN <i>(NARS USE ONLY)</i>
1	<p style="text-align: center;">CLASSIFICATION (TABLE 40-5) Applicable Air Force-Wide</p> <p>The purpose of this submission is to request a waiver to General Records Schedule 1, item 7b(1).</p> <p>It is the consensus of our civilian personnel function that retention of abolished/superseded positions for two years is an adequate time period, five years is excessive.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therefore, requesting disposition instructions to read "destroy 2 years after position is abolished or description is superseded."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.</p> <p style="text-align: center;"><i>Concur</i></p> <p style="text-align: center;"><i>Joseph W. Howe 2-10-88.</i></p> <p style="text-align: center;">Assistant Director for Classification Personnel Systems and Oversight Group</p> <p style="text-align: center;"><i>Agency copy sent 2/26/88 Jm</i></p>		

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.