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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. N1-AFU-88-4	DATE RECEIVED 10-21-87
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disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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 1/7/88	ARCHIVIST OF THE UNITED STATES <i>[Signature]</i>
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; 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 <i>Grace T. Rowe</i>	D. TITLE GRACE T. ROWE Records Mgt Policy Section Directorate of Administration
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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 GRS OR SUPERSEDED JOB CITATION	10.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>PROMOTION AND DEMOTION RECORDS (TABLE 35-8) (Applicable to AFMPC)</p> <p>The purpose of this submission is to establish Rule 2.5 to cover short term promotion records not included in rules 1, 1.1, and 2. These records consist of annual or periodic evaluations which contain comments of the immediate or other supervisors in the member's supervisory chain. The comments vary with each case. The records are not included in the promotion board files, Rules 1 and 1.1 or 2. They are not made a part of the master personnel records. They are filed separately.</p> <p>The disposition required is "destroy when individual separates, retires or is promoted, or when no longer needed".</p>	(new)	

TABLE 35-8 Promotion and Demotion Records

R U L E	A	B	C	D
	If documents are or pertain to	consisting of	which are	then
2.5 *	Short term promotion records (other than those in rules 1, 1.1 and 2)	evaluation comments	at AFMPC	destroy when individual separates, retires or is promoted or when no longer needed.