

**REQUEST FOR RECORDS DISPOSITION AUTHORITY**  
(See Instructions on reverse)

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JOB NO. *NI-AFW-88-31*

DATE RECEIVED *5-6-88*

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disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10. If no records are proposed for disposal, the signature of the Archivist is not required.

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

1. FROM (Agency or establishment)  
**DEPARTMENT OF THE AIR FORCE - HQ USAF**

2. MAJOR SUBDIVISION  
**DIRECTORATE OF INFORMATION MANAGEMENT AND ADMINISTRATION**

3. MINOR SUBDIVISION  
**RECORDS MANAGEMENT POLICY SECTION**

4. NAME OF PERSON WITH WHOM TO CONFER  
**Pierre J. Jost**

5. TELEPHONE EXT. **694-3527**

DATE *5/12/88*

ARCHIVIST OF THE UNITED STATES  
*[Signature]*

**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 two 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 <i>Ina T Rowe</i> <b>MAY 03 1988</b>	D. TITLE GRACE T. ROWE, Chief, Rec Mgt Policy Section Directorate of Information Mgt and Admin
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7. ITEM NO.	B. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARS USE ONLY)
1	<p align="center"><b>EMPLOYEE CAREER DEVELOPMENT (TABLE 40-3, RULES 8.2 AND 8.3) (APPLICABLE AIR FORCE-WIDE)</b></p> <p>The purpose of this request is to change the disposition of the Career Enhancement Plan (CEP) consisting of Personnel Data System-Civilian forms and to delete the rule concerning the programs not covered by CEPs (i.e. Veterans Readjustment Act).</p> <p><b>JUSTIFICATION:</b> The Directorate of Civilian Personnel feels that the records maintained under Rule 8.2 should be retained for 5 years as they pertain to the annual training, development or financial plan of the employee career development records to show civilian quota (CQ) file data from Personnel Data System-Civilian (PDS-C). The fact that the same CEP can now be used to serve the purposes stated in both rules (1 and 8.2) reduces the amount of paper maintained. For the reason explained above, Rule 8.3 is no longer necessary and should be deleted.</p> <p>Request you approve these changes.</p>		

*Copies sent to agency  
- NCF 5/16/88*

**TABLE 40-3 - EMPLOYEE CAREER DEVELOPMENT**

N U I. E.	A  If documents are or pertain to	B  consisting of	C  which are	D  then
* 8.2	Career Enhancement Plan (CEP)	Personnel Data System-Civi- lian (PDS-C) form	at CCPOs	when used as a training survey document in lieu of the annual training, development or financial plans, destroy after 5 years, otherwise destroy when updated
* 8.3	delete	delete	delete	delete