

REQUEST FOR RECORDS DISPOSITION AUTHORITY (See Instructions on reverse)		LEAVE BLANK	
TO: GENERAL SERVICES ADMINISTRATION NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408		JOB NO. 11-AFU-89-9	DATE RECEIVED 1-6-89
1. FROM (Agency or establishment) DEPARTMENT OF THE AIR FORCE - HQ USAF		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disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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		Archivist Signature: <i>Claudia Needer</i>	
4. NAME OF PERSON WITH WHOM TO CONFER Pierre J. Jost	5. TELEPHONE EXT. 694-3527	DATE 4/10/89	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 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 3 Jan 89	C. SIGNATURE OF AGENCY REPRESENTATIVE <i>Grace T Rowe</i>	D. TITLE GRACE T. ROWE, Chief, Rec Mgt Policy Section Directorate of Information Mgt and Admin
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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 GRS OR SUPERSEDED JOB CITATION	10.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)
1	<p>EMPLOYEE-MANAGEMENT RELATIONS (TABLE 40-4, RULES 10 & 11) (Applicable Air Force-wide)</p> <p>The Department of the Air Force is the leading Federal agency in the implementation of procedures and requirements for the temporary leave transfer program. This temporary program, which will be tested for five years, allows an employee who has a personal emergency and is without the availability of paid leave, to receive transferred annual leave directly from other employees with the concurrence of the respective management officials. This program applies to all employees covered by Title 5 US Code, Chapter 63, Subchapter 1. The Office of Personnel Management did not give the Air Force any directive as to the retention of these records.</p> <p>Request you approve these additional rules.</p>		

TABLE 40-4

TITLE OF TABLE
EMPLOYEE-MANAGEMENT RELATIONS

R U L E	A If the records are or pertain to	B consisting of	C which are	D then
*10	leave transfer/ sharing programs	information submitted or resulting from a request or contribution of leave		destroy 6 years after the FY in which the effort was completed or terminated
*11		informational background or guidance material supporting the programs		destroy when no longer needed