

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

LEAVE BLANK

JOB NO.

N1-AFU-90-X16

DATE RECEIVED

11/9/89

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

1/18/90

ARCHIVIST OF THE UNITED STATES

*[Signature]*

In accordance with the provisions of 44 USC 3303, 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disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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.

**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

NOV 01 1989

C. SIGNATURE OF AGENCY REPRESENTATIVE

*Grace T. Rowe*

D. TITLE

GRACE T. ROWE, Chief, Rcds Mgt Policy Sec  
Directorate of Info Mgt and 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 GRS OR SUPERSEDED JOB CITATION	10.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)
1	<p>POLICY, GENERAL AUTHORITY AND GENERAL MANAGEMENT (TABLE 40-1, RULES 3 AND 5) (APPLICABLE AIR FORCE-WIDE)</p> <p>We contacted the office responsible for the maintenance of the "basic program records" and the "wage administration" documentation because our regulation shows that we have a "disposition pending" for these two rules. Attached is a sample of a table format they agreed upon and that we want to publish in the next revision of our records disposition schedules. Furthermore, this office also agrees that the records mentioned above and currently stored in Federal Records Center may be destroyed.</p> <p>Request you approve these two rules.</p>		

TABLE 40-1

**TITLE OF TABLE**  
**POLICY, GENERAL AUTHORITY AND GENERAL MANAGEMENT**

R U L E	A If the records are or pertain to	B consisting of	C which are	D then
*3	basic program records	records which provide the basis for personnel program administration authority and which support the legal and administrative validity of personnel and pay actions	authorities to administer US citizen and/or non-US citizen employees, such as, but not limited to base commander's written designations of civilian personnel officer (CPO) and incumbents of other positions to sign personnel action records; Office of Personnel Management (OPM), HQ USAF, or MAJCOM exceptions or authorities which provide basis for specific actions or operations, but which are not appropriate for inclusion in a case file; records or other actions or decisions which are precedent-setting for future operations	retain at the CCPO during its existence; on inactivation transfer the file to gaining organization or activity assigned responsibility for closing out civilian personnel records. Destroy when no longer needed. (See note 5).

*5	wage administration	wage schedules, oversea differential rate approvals, and other pay adjustment authorization resulting from legislation or other across-the-board administrative action	records which constitute the basis for personnel actions which may require reconstruction at a later date	retain at the CCPO during its existence; on inactivation transfer to gaining organization or activity responsible for closing out civilian personnel records. Destroy when no longer needed. (See Note 5).
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NOTE:  
 \*5. You are not authorized to retire these records to any Federal Records Center.