

JOST/SEHS/T40-8, A14

<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b> <i>(See Instructions on reverse)</i>		LEAVE BLANK	
TO: GENERAL SERVICES ADMINISTRATION NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408		JOB NO.	NI-AFU-90-9
1. FROM (Agency or establishment) DEPARTMENT OF THE AIR FORCE - HQ USAF		DATE RECEIVED	11/20/89
2. MAJOR SUBDIVISION DIRECTORATE OF INFORMATION MANAGEMENT AND ADMINISTRATION		NOTIFICATION TO AGENCY	
3. MINOR SUBDIVISION RECORDS MANAGEMENT POLICY SECTION		In accordance with the provisions of 44 U.S.C. 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disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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.	
4. NAME OF PERSON WITH WHOM TO CONFER Pierre J. Jost	5. TELEPHONE EXT. 694-3527	DATE	1/31/90
6. CERTIFICATE OF AGENCY REPRESENTATIVE		ARCHIVIST OF THE UNITED STATES <i>Grace T. Rome</i>	

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 16 May 89	C. SIGNATURE OF AGENCY REPRESENTATIVE <i>Grace T. Rome</i>	D. TITLE GRACE T. ROME, Chief, Rec Mgt Policy Sect Directorate of Information Mgt and Admin
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7. ITEM NO.	B. 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 GRS OR SUPERSEDED JOB CITATION	10.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><b>OPERATING OFFICIALS' CIVILIAN PERSONNEL RECORDS</b> <b>(TABLE 40-8, RULES 4.6 AND 14)</b> <b>(APPLICABLE AIR FORCE-WIDE)</b></p> <p>The Air National Guard asked us to add two new rules for the disposition of the Supervisor's Record of Technician Employment (NGB Form 904-1), and the Performance Standards and Critical Elements Form (NGB Form 430(T) and Performance Appraisal Form (NGB Form 430-1(T)). The current rules we have in our regulation (AFR 12-50, Vol II) cannot apply to the technicians of the National Guard because they are not Title 5 civilian employees and do not receive their pay from appropriated funds.</p> <p>For reasons mentioned above, request you approve these two rules for inclusion in our disposition standards.</p> <p><i>AADAQQ</i> <i>P. Jost / 16 May 89</i></p> <p><i>AAD AQ</i></p>		

TABLE 40-8

TITLE OF TAB  
OPERATING OFFICIALS' CIVILIAN PERSONNEL RECORDS

R U L E	A If the records are or pertain to	B consisting of	C which are	D then
* 4.6	Air National Guard supervisor's employee work folder	NGB Form 430(T), Performance Standards and Critical Elements Form, and NGB Form 430-1(T), Performance Appraisal Form	kept by supervisor	destroy 3 years after effective date of appraisal, forward to CCPO if separated or transferred (CCPO forwards to gaining activity.)
* 14	Air National Guard supervisor's employee work folder	NGB Form 904-1, Supervisor's Record of Technician Employment, and related documents	kept by supervisor and used to properly supervise full-time employee. Used to document actions taken, and history of employment	dispose of in accordance with TPR 293-31.

5015/TBL FORMAT/T40-8, R14