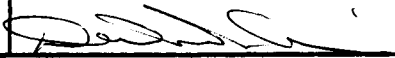


REQUEST FOR RECORDS DISPOSITION AUTHORITY <i>(See Instructions on reverse)</i>		LEAVE BLANK	
TO: GENERAL SERVICES ADMINISTRATION NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408		JOB NO. <i>NI-AFU-90-17</i>	DATE RECEIVED <i>1/17/90</i>
1. FROM (Agency or establishment) DEPARTMENT OF THE AIR FORCE		NOTIFICATION TO AGENCY	
2. MAJOR SUBDIVISION DIRECTORATE OF INFORMATION MANAGEMENT		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disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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 BRANCH			
4. NAME OF PERSON WITH WHOM TO CONFER Pierre J. Jost	5. TELEPHONE EXT. 694-3527	DATE <i>1/29/90</i>	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 _____ 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 10 JAN 1990	C. SIGNATURE OF AGENCY REPRESENTATIVE <i>Grace T Rowe</i>	D. TITLE GRACE T. ROWE, Chief, Rcds Mgt Policy Branch Directorate of Information Mgt
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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 GRS OR SUPERSEDED JOB CITATION	10.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>EMPLOYEE-MANAGEMENT RELATIONS (TABLE 40-4, RULE 13) (APPLICABLE AIR FORCE-WIDE)</p> <p>Our Directorate of Civilian Personnel asked us to add one rule for the records pertaining to the copies of retirement applications. Numerous questions to be answered by central civilian personnel offices (CCPO) arise in nearly every retirement case filed through the Office of Personnel Management (OPM), often spanning several months after the actual separation of the employee. Retention of the material compiled in each case by CCPOs is essential if questions are to be answered and the retirement package is processed in a short amount to time allowed by OPM. Air Force Supplementation to the Federal Personnel Manual now reflects the requirement to maintain these records.</p> <p>Request you approve this rule for inclusion in our disposition standards.</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
*13	copies of retire- ment applications	information submitted to OPM or resulting from an appli- cation for retirement		destroy 1 year after the CY in which the retire- ment occurred.