

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.

N1-AFU-90-40

DATE RECEIVED

5/21/90

1. FROM (Agency or establishment)

Department of the Air Force

2. MAJOR SUBDIVISION

Directorate of Information Management (SAF/AAIA)

3. MINOR SUBDIVISION

Records Management Policy Branch

4. NAME OF PERSON WITH WHOM TO CONFER

Mr. Jay N. Rivest

5. TELEPHONE EXT.

694-3431 16

DATE

MAY 1990

ARCHIVIST OF THE UNITED STATES

[Signature]

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disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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.

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	C. SIGNATURE OF AGENCY REPRESENTATIVE <i>Grace T. Rowe</i> GRACE T. ROWE	D. TITLE Chief, Records Mgt Policy Br Directorate of Information Mgt
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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 GRS OR SUPERSEDED JOB CITATION	10.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>MILITARY AND CIVILIAN PERSONNEL (Applicable Air Force-wide)</p> <p>This is an addition to our table 30-1. The purpose of this submission is to establish rules 23 and 24 to cover disposition of the <u>USAF Personnel Plan</u>.</p> <p>This document is prepared by offices of the USAF, Deputy Chief of Staff, Personnel. It is issued within the Pentagon and to selected outside activities. The USAF Personnel Plan describes the underlying philosophy behind each policy related to recruiting, training, utilizing, sustaining and separating people. It provides the framework for our future force. Besides capturing the philosophy, the plan establishes qualitative management objectives and quantitative structure objectives, defines supporting systems, gives guidance and direction for total force personnel management, and addresses the impact of contemporary social problems. The USAF Personnel Plan is the fundamental and pervasive authority on overall manpower and personnel policy. Usage can be as frequently</p>	new	

as daily; then the document provides background on where we came from, how we got there, and why we chose a particular route.

For convenience of storage, economy of distribution, and integrity of the files, our record copy will be silver-halide, archival-quality 105mm microfiche stored in acid-free envelopes. Our reference copies will be 105mm diazo microfiche duplicates.

We attach our proposed disposition instructions.

PROPOSED NEW/REVISED AIR FORCE RECORD RETENTION SCHEDULE

TABLE 30-1
MILITARY AND CIVILIAN PERSONNEL

	A	B	C	D	E
RULE	If the record series title is	consisting of	which are	then	authorized by
23	USAF Personnel Plan (record copy) <i>(Silver- Halide microfiche)</i>	the plan prescribed by AFR 8-12	at HQ USAF OPR	retire as permanent upon supersession, obsolescence, or rescission (see note 8)	
24	USAF Personnel Plan	<i>all other</i> copies		destroy when superseded, obsolete, or no longer needed	

NOTES:

8. Offer to the National Archives in 5-year blocks when the latest document is 25 years old.