

**REQUEST FOR RECORDS DISPOSITION AUTHORITY**

*(See Instructions on reverse)*

LEAVE BLANK

JOB NO.

*NI-AFU-90-50*

TO: **GENERAL SERVICES ADMINISTRATION  
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408**

DATE RECEIVED

*8-23-90*

1. FROM (Agency or establishment)

DEPARTMENT OF THE AIR FORCE

NOTIFICATION TO AGENCY

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disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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

2. MAJOR SUBDIVISION

DIRECTORATE OF INFORMATION MANAGEMENT

3. MINOR SUBDIVISION

RECORDS MANAGEMENT POLICY BRANCH

4. NAME OF PERSON WITH WHOM TO CONFER

Pierre J. Jost


5. TELEPHONE EXT.

694-3527

DATE

*8/28/90*

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

*17 AUG 1990*

C. SIGNATURE OF AGENCY REPRESENTATIVE

*Grace T Rowe*

D. TITLE

GRACE T. ROWE, Chief, Rcds Mgt  
Policy Branch  
Directorate of Information Mgt

7. ITEM NO

1

B. DESCRIPTION OF ITEM  
*(With Inclusive Dates or Retention Periods)*

EMPLOYEE CAREER DEVELOPMENT  
(TABLE 40-3, RULES 18)  
(APPLICABLE AIR FORCE-WIDE)

Our office of Civilian Personnel (AF/DPC) requests that we add a new rule to cover the disposition of the Intern Program Training records. Our regulation on the disposition schedules does not cover training of college graduates with high management potential interested in careers as federal employees with the US Air Force. The Intern Program was established to develop outstanding candidates to fill future vacancies within the civilian work force with the Air Force.

Request you approve this request for inclusion in our regulation.

9. GRS OR SUPERSEDED JOB CITATION

10. ACTION TAKEN (NARS USE ONLY)

**TABLE 40-3**

**TITLE OF TABLE  
EMPLOYEE CAREER DEVELOPMENT**

<b>R U L E</b>	<b>A</b> If the records are or pertain to	<b>B</b> consisting of	<b>C</b> which are	<b>D</b> then
* 18	centrally managed intern program under AF Career Management Program	individual case files containing applications, training schedules, appren- ticeship agreements, certi- ficates of eligibility and related materials	at appropriate career program branch, AFCPMC	destroy 5 years after individual completes program or discontinues training (see Note 2).

**Note 2:** When a class action complaint is filed, refer to Table 40-4, Rule 2.