

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

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JOB NO. NI-AFU-90-51

DATE RECEIVED 8-23-90

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

1. FROM (Agency or establishment)
DEPARTMENT OF THE AIR FORCE

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 THREE 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


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

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 GRS OR SUPERSEDED JOB CITATION	10.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 align="center">STAFFING (TABLE 40-2, RULES 10-11) (APPLICABLE AIR FORCE-WIDE)</p> <p>Our office of Civilian Personnel (AF/DPC) requests that we change the disposition of the Promotions records because the current disposition does not provide enough time for the filing of class action complaints. The possibility exists for the destruction of important records before the office of the Air Force Civilian Personnel Management Center (AFCPMC) at Randolph AFB, TX, receives notification that a class action complaint has been filed. Therefore, they want to maintain the records for 5 years instead of 2.</p>		
2	<p>At the same time, AF/DPC requests that we add a new rule to cover the disposition of the Recruitment records. Our regulation on the disposition schedules does not adequately cover the records pertaining to the recruitment program of college graduates with high management potential interested in careers as federal employees with the US Air Force. Here too, they need to maintain the records for 5 years in case they receive notification that a class action complaint has been filed.</p> <p>Request you approve this request for inclusion in our regulation.</p>		

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TABLE 40-2

TITLE OF TABLE
STAFFING

R U L E	A If the records are or pertain to	B consisting of	C which are	D then
10	promotions	records of individual promotion actions, including work records, job analysis, Promotion Evaluation Patterns (PEP) and files showing how candidates were rated and ranked which are sufficient to allow reconstruction for purpose of determining compliance with local, AF and Federal Promotion Plans		destroy 5 years after personnel action or audit by OPM, whichever is sooner (see Note 2).
10.1		PEPs for use in centrally managed AF career programs	at AFPCMC, career program branch	delete from data system when superseded or revised by new PEP; destroy hard copy after 5 years (see Note 2).
10.2		records of specific job analysis records used in validation of PEPs and other records (i.e. SFs 52, certificates, etc.) used for career program referrals		destroy when superseded or 5 years after staffing action is completed whichever is later (see Note 2).

R U L E	A If the records are or pertain to	B consisting of	C which are	D then
11	recruitment	records pertaining to recruitment and selection for federal employment with the Air Force (i.e., interview evaluation, paperwork showing how applicant was rated and ranked, authorized racial and ethnic identifications, resume, and related records)	at AFCPMC	destroy 5 years after personnel action or audit by OPM, whichever is sooner (see Note 2).

NOTES:

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