


REQUEST FOR RECORDS DISPOSITION AUTHORITY <i>(See Instructions on reverse)</i>		LEAVE BLANK (NARA use only)	
10 NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		JOB NUMBER N1-AFU-92-30	DATE RECEIVED 7-23-92
1. FROM (Agency or establishment) DEPARTMENT OF THE AIR FORCE		NOTIFICATION TO AGENCY In accordance with the provisions of 44 U.S.C. 3303a the disposition request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	
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 (703) 614-3527	DATE 11/12/92	ARCHIVIST OF THE UNITED STATES 

6. AGENCY CERTIFICATION
I hereby certify that I am authorized to act for this agency in matters pertaining to the disposition of its records and that the records proposed for disposal on the attached 2 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, under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies,

is not required; is attached; or has been requested.

DATE JUL 20 1992	SIGNATURE OF AGENCY REPRESENTATIVE <i>Grace T. Rowe</i>	TITLE GRACE T. ROWE Chief, Records Mgt Policy Branch Directorate of Information Mgt
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7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
1	<p style="text-align: center;">EMPLOYEE-MANAGEMENT RELATIONS (TABLE 40-4, RULE 15) (APPLICABLE AIR FORCE-WIDE)</p> <p>Our Office of Civilian Personnel is asking that we add a rule for the disposition instructions of the Requests to Wear Uniform by Civilian Employees. They advised us the records should be destroyed when superseded, obsolete, or no longer needed, whichever is sooner. These records are initiated by base-level organizations, forwarded to Major Air Commands for their comments and subsequently submitted to HQ USAF for final approval.</p> <p>Request you approve this addition to our regulation.</p> <p>NO PRIVACY ACT RESTRICTIONS</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
*15	Authorization request to wear uniforms by civilian employees	letters requesting authorization and approval of the wearing of uniforms for civilian employees and replacement clothing allowance		destroy when superseded, obsolete, or no longer needed, whichever is sooner.