

<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b> <i>(See instructions on reverse)</i>		LEAVE BLANK (NARA use only)	
TO NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		JOB NUMBER <i>11-AFU-93-6</i>	DATE RECEIVED <i>12/10/92</i>
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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	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		DATE <i>3-29-93</i>	ARCHIVIST OF THE UNITED STATES <i>Archie Hunkamp Peterson</i>
4. NAME OF PERSON WITH WHOM TO CONFER PIERRE J. JOST	5. TELEPHONE (703) 614-3527		

**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 DEC 8 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 GRS OR SUPERSEDED JOB CITATION	10.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 CAREER DEVELOPMENT (TABLE 40-3, RULE 15.3) (APPLICABLE AIR FORCE-WIDE)</p> <p>The Office of Personnel Management (OPM) in its Federal Personnel Manual 308 (Youth and Student Employment Programs) indicates that the OPM Form 1495, Financial Eligibility Statement for Student and Summer Aid Programs, must be retained for 2 years from the date of employment for Stay-In-School and Summer Aid employees and for the entire duration of the appointment for Junior Fellows. The OPM Form 1495 supports the eligibility of students for employment programs in circumstances where financial status is a factor. We do not have a retention in our records disposition schedule (AFR 4-20, Vol 2). Also NARA GRS does not have any information regarding the OPM Form 1495. If you approve this request, we would like to include this new rule in Table 40-3, Rule 15.3. See attached table format for the way we want to describe the retention of these records.</p> <p>NO PRIVACY ACT ACTION.</p> <p><i>Copy sent to agency 3/31/93</i></p>		

**TABLE 40-3**

**EMPLOYEE CAREER DEVELOPMENT**

	A	B	C	D
R U If the records are or L pertain to E	consisting of	which are	then	
1-15.2 No change  *15.3  16-17 No change	.  OPM Form 1495, Financial Eligibility Statement	records that supports the eligibility of student for employment programs in circumstances where financial status is a factor.	Destory 2 years after termination from the applicable program.	