

**REQUEST FOR AUTHORITY  
TO DISPOSE OF RECORDS**

(See Instructions on Reverse)

*1 item*

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 ADMINISTRATION**

3. MINOR SUBDIVISION

**DOCUMENTATION SYSTEMS DIVISION**

4. NAME OF PERSON WITH WHOM TO CONFER

5. TEL. EXT.

**MR C.C. RATCLIFFE**

**756-2384**

6. CERTIFICATE OF AGENCY REPRESENTATIVE:

LEAVE BLANK	
DATE RECEIVED <b>NOV 24 1976</b>	JOB NO. <b>NC 1-AFU-77-36</b>
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 stamped "disposal not approved" or "with-drawn" in column 10.	
<b>2-28-77</b> (Date)	<i>James B. Rhoads</i> Archivist of the United States

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 2 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified.

**12 NOV 1976**

*Herbert G. Geiger*

**HERBERT G. GEIGER, Chief  
Documentation Systems Division  
Directorate of Administration**

Date

(Signature of Agency Representative)

(Title)

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	<p><b>STAFFING RECORDS (Table 40-2)</b></p> <p>(Applicable Air Force-wide)</p> <p>This submission establishes disposition criteria for documentation created as a ranking factor in the merit promotion system by the Central Civilian Personnel Offices. They become a part of the Official Personnel Folder on each civilian employed by the United States Air Force.</p> <p>Documentation is currently not covered by Air Force Manual 12-50. The proposed new rule 11 in Table 40-2 is considered adequate to meet Air Force needs.</p> <p>(Submission of this proposal to GAO is not contemplated nor considered necessary.)</p>	<p>NN 173-200</p>	

*Sent to agency 3/2/77 SP*

TABLE 40-2

## STAFFING RECORDS

R U L E	A	B	C	D
	If documents are or pertain to	consisting of	which are	then
11	Supervisory Appraisals	current appraisal of employee performance	maintained by CCPO	destroy upon termination of Air Force employment.