

Rec. from N. W. 9/26/80

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

LEAVE BLANK	
JOB NO	
NCL-AFU-81-2	
DATE RECEIVED	
October 10, 1980	
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10	
11-21-80	<i>Robert M. Kay</i>
Date	Archivist of the United States

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
1947 Administrative Support Group (HQ USAF)

3. MINOR SUBDIVISION
Information Management and Resource Division

4. NAME OF PERSON WITH WHOM TO CONFER

5. TEL EXT

Preston B. Speed

694-3495

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

A Request for immediate disposal.

B Request for disposal after a specified period of time or request for permanent retention.

C. DATE 26 JUN 1980	D. SIGNATURE OF AGENCY REPRESENTATIVE <i>Herbert G. Geiger</i>	E. TITLE HERBERT G. GEIGER, Chief Information Mgt and Resource Div
------------------------	---	--

7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10. ACTION TAKEN
	EXCEPTIONS TO THE GENERAL RECORDS SCHEDULES (Various Tables) (Applicable Air Force-wide)		
	The Air Force uses applications for the registration or certification of official mail as classified document receipts within mail rooms. The two-year retention period requested on the attached table provides a continuous change of receipts for classified communications through official mail channels.	GRS 12/ Item 5a (Table 10-2, Rule 11)	Withdrawn
	Privacy Act reports other than those at HQ USAF have limited administrative value. Our requested standard authorizes disposal after two years, or when no longer needed for reference, whichever is sooner.	GRS 14/ Item 29b (Table 12-2, Rule 12)	Deviation From GRS 14, Item 29b approved
	Our requested standards for labor management relations records establish separate provisions for records on union recognition, reports, and unfair labor practice complaints. The proposed retention periods are adequate for administrative uses.	GRS 1/ Item 29 (Table 40-8, Rules 1, 2, 3, 4, & 5)	Withdrawn
			7 items

Copy to agency as enclosure in NCD letter of 12/1/80 R.A.W.
Closed Out: 12-2-80: K. [initials]

TABLE 10-2

ADMINISTRATIVE COMMUNICATIONS DISTRIBUTION CONTROL DOCUMENTATION

R U L E	A If documents are or pertain to	B consisting of	C which are	D then
11	accountable communi- cations control	applications for registration or certification of official mail	used to obtain a receipt for sealed accountable containers being dis- patched via registered mail	destroy after 2 years.
				Withdrawn by R. Wire per P. Speed 11/18/80

TABLE 12-2

PRIVACY ACT RECORDS

R U L E	A	B	C	D
	If documents are or pertain to	consisting of	which are	then
12	Privacy Act reports	recurring and one-time reports and information requirements relating to the Privacy Act program, including annual reports to the Office of Management and Budget and the Congress	all reports exclusive of rule 11	destroy after 2 years, or when no longer needed for reference, whichever is sooner.

TABLE 40-6

UNION AND/OR ASSOCIATIONS OF SUPERVISORS AND MANAGEMENT OFFICIALS MANAGEMENT RECORDS

R U L E	A	B	C	D
	If documents are or pertain to	consisting of	which are	then
1	union or association recognition	requests for recognition, installations letter of recognition, analysis and exhibits determining the appropriateness of the unit, election agreement, and related documents	documents on recognized unions/associations and maintained by the CPO while recognition continues	destroy on decertification.
2		rejected requests for union recognition and related documents	at civilian personnel offices	destroy 1 year after final action
3	memorandum of agreement under labor management relations in Federal service	initial union proposals, counter proposals, working documents and approved agreements		destroy 5 years after the expiration of the agreement.
4	annual report of union recognitions and agreements	reports and supporting documents		destroy 1 year after the "as of" date of the report.
5	unfair labor practice complaints	initial complaint, case record, and decision		destroy 1 year after final decision, or 1 year after final action on the complaint, whichever is later.
Withdrawn by R. Witre per P. Speed 11/18/80				