

REQUEST FOR RECORDS DISPOSITION AUTHORITY
 (See Instructions on reverse)

5/5/81

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JOB NO
 NCI-AFU-81-44

DATE RECEIVED
 May 5, 1981

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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10

9-8-81 Edward Weldon
 Date Acting 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

Directorate of Administration, HQ USAF

3. MINOR SUBDIVISION

Information Management & Resources Division

4. NAME OF PERSON WITH WHOM TO CONFER

Mrs. Grace T. Rowe

5. TEL EXT

694-3527

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 6 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 28 APR 1981	D. SIGNATURE OF AGENCY REPRESENTATIVE <i>Herbert G. Geiger</i>	E. TITLE HERBERT G. GEIGER, Chief Information Mgt and Resource Div
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7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10. ACTION TAKEN
1	Employee and Career Development (Table 40-3) (Applicable Air Force-wide) Table 40-3 is revised to update terminology and add rules 6.1 - 18. This revision is necessary because of the extensive changes in the civil service system over the years including implementation of the Civil Service Reform Act and delegations made by OPM. Column A, B and C of rule 1 and column B of rule 2 are changed to better describe the documentation and show where the documents are retained. Columns B and C of <u>rule 4</u> are changed to update the descriptions of the documents. The retention period is changed from ³ to 2 years, column D is a deviation of GRS 1, item 30b. Experience has proven the files serve no useful purpose after 2 years. Column B, rule 5 better describes the documents of the apprentice training records. Column D is reworded, the retention period remains the same. ^{as in current rule 4} In rule 6, column B is worded to clarify the content of the files. Column C is self explanatory. Column D is a deviation from GRS 1, item 30c. Experience indicates that we need the files for administrative purposes for only 2 years after the course is completed. <i>[Amended by R. Ulive per G. Rowe, 8/10/81]</i>	NN-170-33	<i>current Rule 5</i> <i>24 items</i>

115-107 Copy sent to NNM by B.A.W. 9/10/81.
 Closed Out: 9-16-81: *[Signature]*

Request for Records Disposition Authority - Continuation

JOB NO

PAGE OF

2 6

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10. ACTION TAKEN
	<p>Rule 6.1 and 6.2 are added. The files are administrative copies of financial records in support of long and short-term training through non-government facilities. These files are needed for reference for 1 year after end of obligated service or settlement of claim, whichever is later. They are not the pay records and their disposition does not require GAO approval. Rule 7 is added and includes present rules 8 and 9. Retention period is a deviation of GRS 1, item 30b(1). We need for only 3 years. Rules 8-8.3 deal with Individual Development Plans and career broadening assignments. The retention periods adequately serve the reference needs of the Air Force.</p> <p>Rules 10 - 15 are added and pertain to the administrative records of the apprenticeship training program. ^{the} Retention period in 10, 12 and 14 ^{are} slightly different from GRS 1, item 30b(1). Rules 11 and 13 ^{and 15} are deviations ^{from} the GRS 1, item 30b(2). The retention periods stated adequately reflect the reference needs of the Air Force. Rule 16 and 16.1 are added to cover the student employment and work student program. Rules 17 and 18 cover the upward mobility records. The retention periods indicated adequately serve the managerial requirements of the files</p> <p><i>[Amended by R. Wire per G. Rowe, 8/10/81]</i></p>		

TABLE 40-3

EMPLOYEE AND CAREER DEVELOPMENT

R U L E	A If documents are or pertain to	B consisting of	C which are	D then
1 GRS 1/ 30 b(1) (Same)	*annual training, development, and financial plans	*document showing Civilian Quarter (CQ) file data from Personnel Data System-Civilian (PDS-C)	*at the CCPO	destroy after 5 years.
2 GRS 1/ 30 b(1) (deviation)	civilian personnel retraining	*reports of retraining resulting from base closure, transfer or consolidation of functions	at HQ USAF	destroy after 4 years
3 GRS 1/ 30 b(2) (deviation)			at other than HQ USAF	destroy after 2 years
4 GRS 1/ 30 b(1) (deviation)	training through installation facilities	*individual course folders containing Request, Authorization, Agreement, Certification of Training and Reimbursement of Training forms or comparable forms, course outlines, attendance and rating records and related materials	*official and basic records of completed training courses	destroy 2 years after course is completed or on inactivation, whichever is sooner.
5 similar to GRS 1/30 b(2) 3 years		*individual case files containing applications, training schedules, apprenticeship agreements (AFFM6) examination records (performance and technical information tests), certificates of eligibility and related materials	apprentice training records	*destroy 3 years after individual completes course or discontinues training.
6 GRS 1/ 30 c (deviation)	training through other than installation facilities	*documents pertaining to courses attended by employees at other installations, other Federal agencies, or non-Government training facilities	*other than those covered by Rules 6.1 and 6.2	*destroy 2 years after course is completed, or on inactivation, whichever is sooner.

TABLE 40-3 (Continued)

R U L E	A If documents are or pertain to	B consisting of	C which are	D then
6.1 *		financial records in support of long-term, full-time training through non-Government facilities	documentation and validation necessary to accomplish the service and reimbursement commitment	destroy 1 year after end of obligated service or settlement of claim, whichever is later.
6.2 *		financial records in support of short-term training through non-Government facilities		
7 * <i>GRS 1/3066</i>	annual report of civilian training and supplemental records relating to expenses	training completions, duty hours, associated costs (except accounting and finance records covered in the 177 tables)	payments for travel, per diem, tuition, contributions, awards, and related fees	destroy when 3 years old.
8 *	centrally managed training and development under Air Force career management programs	Individual Development Plans (IDPs), course folders, and training documents for career program participants	maintained by appropriate career program branch, OCPO	destroy when updated or 2 years after completion of course.
8.1 *	long-term, full-time training and career broadening assignments made under the auspices of centrally managed career programs	nomination materials, records of selection proceedings and other documentation used in the analysis process		destroy 2 years after completion of training.
8.2 *	Individual Development Plan (IDP)	Individual Development Plan (IDP) form	retained by CCPO	destroy when replaced by a new IDP.
8.3 *		programs not covered by IDPs (i.e., Veterans Readjustment Act (VRA))		destroy 2 years after completion of, or withdrawal from, training.

TABLE 40-3 (Continued)

R U L E	A If documents are or pertain to	B consisting of	C which are	D then
9	(RESERVED)			
10 GRS 1/30 b(1) (same) GRS *11 1/30 b(2) (same)	apprentice action	documentation in gains and losses during preceding 6-month period on apprentice program	at HQ USAF	destroy when 5 years old.
12 SRS 1/30 b(1) (same)	apprenticeship approval	letters of approval of programs by the U.S. Department of Labor and/or the Veterans Administration	at HQ USAF	destroy 5 years after completion of apprentice program, withdrawal of approval, or cancellation.
13 GRS 1/30 b(2) (deviation)			at other than HQ USAF	destroy 3 years after completion of apprenticeship, withdrawal of approval, or cancellation.
14 GRS 1/30 b(1) (deviation)	apprentice standards	Apprenticeship Standards form	at HQ USAF	destroy 5 years after completion of apprenticeship program, or when superseded, whichever is sooner. [Amended by R. Wire per G. Rowe, 8/10/81]

TABLE 40-3 (Continued)

R U L E	A If documents are or pertain to	B consisting of	C which are	D then
15 GRS 1/30 b(2) (deviation)			at other than HQ USAF	destroy 3 years after completion of apprenticeship program, or when superseded, whichever is sooner.
16 GRS 1/30 b(1) (deviation)	student employment and work student programs	documents pertaining to: Cooperative Education Programs, Harry S. Truman Fellowship Program, Federal Junior Fellowship Program and Student Volunteer Service Program	written agreements between the school and Air Force activity maintained at the CCPO	destroy 2 years after agreement expires or is renegotiated, whichever is sooner.
GRS 1/30 b(2) same *		reports required under E.O. 12015	at the CCPO	destroy when 3 years old.
GRS 1/30 b(1) same 1e. 2			at HQ USAF	destroy when 5 years old.
Similar to GRS 1/30 b(1) (deviation)	Upward Mobility Program records	training plans, evaluation, and related material	maintained by CCPO	destroy 2 years after employee leaves the program. (See note.)
18 Similar to GRS 1/30 b(1) (deviation)		career management/upward mobility plan		destroy when superseded, obsolete, or no longer needed.

NOTE: Rule applies to those documents not required by current directives to be filed in the individuals Official Personnel Folder.