

**REQUEST FOR RECORDS DISPOSITION AUTHORITY**  
(See Instructions on reverse)

LEAVE BLANK	
JOB NO <i>NCI-AFU-81-52</i>	
DATE RECEIVED <i>May 22, 1981</i>	
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10	
<i>9-8-81</i> Date	<i>Edward Weldon</i> 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 and Resources Division**

4. NAME OF PERSON WITH WHOM TO CONFER

5. TEL EXT

*Mrs. Grace T. Rowe*

*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 <b>11 MAY 1981</b>	D. SIGNATURE OF AGENCY REPRESENTATIVE <i>Herbert G. Geiger</i>	E. TITLE <b>HERBERT G. GEIGER, Chief Information Mgt and Resource Div</b>
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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	<p align="center">OPERATING OFFICIALS' CIVILIAN PERSONNEL DOCUMENTATION (Table 40-8) (Applicable Air Force-wide)</p> <p>This submission updates table 40-8. Rules 1-4 remain the same. Rule 4.3 is added to cover notations of oral admonishment and notices reprimand. Rule 4.4 is added to cover performance appraisal forms. These documents may be destroyed after 5 years or when employee separates, whichever occurs sooner. We need for managerial and analysis purposes. Rules <del>5-6</del> 6 remain the same. Rule 6.1 is added to call attention to the position management documentation. Rule 7 remains the same. In rule 8, column B is changed to cover nominations for training. Column D updates the retention period from destroy after 1 year to destroy after evaluation of completed training or when the training requirement no longer exists. This is a more realistic retention period and provides information for operating officials to use in evaluating employee training and development needs. Rule 8.1 is added to cover those items which require no evaluation. These are not required for reference after the training is completed or where the training requirement no longer exists.</p> <p align="center"><i>Amended by R. Wire per G. Rowe, 8/13/81</i></p>	<p align="center">NN-170-33</p>	<p align="center"><i>18 items</i></p>

*Copy sent to NNM, 9/10/81, by R.A.W.  
Closed Out: 9-16-81: R.A.W.  
Copies to AAAA...*

**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 9 is changed to cover the Individual Development Plan. The plan can be destroyed when obsolete or superseded or no longer needed, whichever is sooner. Rule 10 remains the same. Column D to rule 11 is changed to add the requirement to hold the files for 1 year after tour of duty is rescinded, or 1 year after final decision on an appeal or if a grievance, discrimination complaint, appeal or legal action is pending until the case is resolved. Experience has shown that these schedules are needed for background/reference for the 1 year hold period or until the case is resolved, as applicable.</p>		

TABLE 40-8

OPERATING OFFICIALS' CIVILIAN PERSONNEL DOCUMENTATION

R U L E	A  If documents are or pertain to	B  consisting of	C  which are	D  then
1	general employee management	correspondence and other documents about or to individual employees, or pertinent to employment matters in office of jurisdiction	in general correspondence file	see table 10-1.
2			attached to the supervisor's record of employee	see rules 3, 4, and 4.1.
GRS 1/ 18a (deviation)	3 supervisor's record of employee	a record for each civilian employee assigned to the supervisor (AF Form 971)	for employees separated from the installation for reasons other than RIF or for military service	destroy 60 days after separation, or when no longer needed for pending grievance or appeal.
GRS 1/ 18a (deviation)	4		for employees transferred within an organization or to an organization serviced by the same CCPO, separated to enter military service or in a RIF	forward per AFR 40-293.
4.1		debt letters, letters of caution or warning, and similar papers	filed with supervisor's record of employee	destroy 2 years after date of letter, or when purpose is served, whichever is sooner.
4.2		employee career appraisal prepared for employees registered in an AF-wide or DOD-wide civilian career enhancement program		destroy 2 years from date on appraisal or when employee is no longer in the program.

TABLE 40-8 (Continued)

R U L E	A If documents are or pertain to	B consisting of	C which are	D then
4.3 *		notations of oral admonishments and notices of reprimand		see AFR 40-750.
GRS 1/23b (deviation)	4.4 performance appraisal forms	appraisal forms, documentation of periodic performance, discussions, notes used to justify ratings, and merit pay certifications.	[Amended by R. Wire per request of G. Rowe, 5/28/81]	destroy after 5 years or when employee separates, whichever occurs sooner. (Note: see AFR 40-452 and AFR 40-540.)
GRS 1/7b(2) (same)	5 position descriptions	* a copy of a description of each basic position established in office of jurisdiction description	[Amended by R. Wire per G. Rowe, 8/13/81]	* destroy when cancelled or superseded. see Table 40-5.
GRS 1/7c(1)(b) (same)	6 position surveys	a copy of position survey and related documents		destroy when superseded.
6.1 *	position management (See Table 40-5, Rule 7.)			see Table 40-5.
7	position sensitivity	documents designating position as sensitive		destroy when the position is cancelled or designation is changed. (If case is pending under AFR 40-732, retain until case is decided.)

TABLE 40-8 (Continued)

R U L E	A If documents are or pertain to	B consisting of	C which are	D then
8	* employee training and development	* nominations for training and related training documents  [Amended by R. Wires per G. Rowe, 8/13/81]	* for courses for which evaluation is required	* destroy after evaluation of completed training or when the training requirement no longer exists.
8.1 *			for courses which require no evaluation	destroy after completion of training or when the training requirement no longer exists.
* 9		Individual Development Plan		destroy when replaced by a new IDP or when purpose is served, whichever is sooner.
10	pending personnel actions	suspense copies of recommendations or requests for personnel actions, recommendations for Incentive Awards and Quality Salary Increases, and related documents		destroy on notification of completion of action.
11	uncommon tours of duty	uncommon tour of duty schedules		*destroy 1 year after tour of duty is rescinded; or 1 year after final decision on an appeal, or if a grievance, discrimination complaint, appeal or legal action is pending, retain until case is resolved.

TABLE 40-8 (Continued)

R U L E	A  If documents are or pertain to	B  consisting of	C  which are	D  then
12 *	emergency essential position and employee designations	lists which identify posi- tions and employees as emergency essential	used to identify positions and employees needed in support of emergency situa- tions including disasters and wartime	destroy when superseded or cancelled.