

11/25/81

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

LEAVE BLANK	
JOB NO.	NCI-AFU-82-8
DATE RECEIVED	November 25, 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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10.	
Withdrawn Date Archivist of the United States	

TO: GENERAL SERVICES ADMINISTRATION,
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20540

1. FROM (AGENCY OR ESTABLISHMENT)
DEPARTMENT OF THE AIR FORCE

2. MAJOR SUBDIVISION
Directorate of Administration, HQ USAF

3. MINOR SUBDIVISION
Documentation Management

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 2 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	D. SIGNATURE OF AGENCY REPRESENTATIVE	E. TITLE
17 Nov 81	<i>Mark H. Coon</i>	MARK H. COON, Maj, USAF Documentation Mgmt Br Directorate of Administration

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
1	<p>STAFFING (Table 40-2) (Applicable Air Force-wide)</p> <p>The purpose of this submission is to change rule 11 from supervisory appraisals to civilian potential appraisals. This new appraisal will replace the supervisory appraisal. The appraisals may be destroyed after 5 years or when employee separate, whichever is sooner. This retention is a requirement of Office of Personnel Management.</p> <p>[Deleted by R. Wire per G. Rowe, 12/1/81.]</p>	NCI-AFU-81-50	Withdrawn

115-107
Withdrawn: 1-29-82: K.T.D.
Copy to Agency

TABLE 40-2

Employee Career Development

R U L E	A	B	C	D
	If documents are or pertain to	consisting of	which are	then
11 *	civilian potential appraisal	current appraisal of employee potential	maintained by CCPO	destroy after 5 years or when employee separates, whichever occurs sooner (See APR 40-335)

Withdrawn